

**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE**

*Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda*

County of Champaign, Urbana, Illinois

Tuesday, February 11, 2014 – 6:30 p.m.

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Lyle Shields Meeting Room, Brookens Administrative Center,  
1776 East Washington Street, Urbana, Illinois

**I. Call To Order**

**II. Roll Call**

**III. Approval of Minutes**

A. January 14, 2014(*to be distributed*)

**IV. Approval of Agenda/Addenda**

**V. Public Participation**

**VI. Communications**

**VII. Justice & Social Services**

A. Recommendation for Award of Contract Pursuant to RFP 2013-006 – Re-Entry  
Programming for Champaign County

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B. Monthly Reports – All reports are available on each department’s webpage through the  
department reports page at: <http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm>

1. Animal Control – December 2013
2. Emergency Management Agency – January 2014
3. Head Start – December 2013 (Policy Council Orientation)
4. Probation & Court Services – December 2013 and 4<sup>th</sup> Quarter Statistical Report
5. Public Defender – December 2013
6. Veterans’ Assistance Commission – January 2014

C. Other Business

D. Chair’s Report

**VIII. Policy, Personnel, & Appointments**

A. Appointments/Reappointments (*italics indicate incumbent*)

1. Lincoln Legacy Committee – 1 Position-Term 3/1/2014-2/28/2017

37-38

Applicant:

- *Kay Grabow*

2. Somer #1 Drainage District – 1 Unexpired Term Ending 8/31/2015

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Applicant:

- Arlan Hinrichs

3. Resignation of Amy Clabaugh as Trustee of Yearsley Memorial Cemetery Association  
(*for information only*)

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**IX. Finance**

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2. Budget Amendment #14-00007 127  
Fund/Dept. 080 General Corporate Fund-028 Information Technology  
Increased Appropriations: \$12,429  
Increased Revenue: None: from Fund Balance  
Reason: 3-Month employment Overlap to Allow Current Employee to Properly Train Replacement.

F. Budget Amendments/Transfers

1. Budget Transfer #14-00001 128  
Fund/Dept. 670 County Clerk Automation Fund-022 County Clerk  
Total Amount: \$10,000  
Reason: To cover Overtime of IT Programmer/Analyst
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Fund/Dept. 106 Public Safety Sales Tax Fund-230 Justice System Technology Program  
Increased Appropriations: \$10,898  
Increased Revenue: None: from Fund Balance  
Reason: When the FY2014 Budget was Prepared, It was Anticipated that We Would Only Have to Make One Annual Payment for the Jano and New World Software Maintenance Contracts in FY2014. However, It has Since Been Established That We Needed to Adjust for the 13<sup>th</sup> Month for Each of the Contracts to be in FY2014, Which is the Basis for the Requested Increase
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Increased Revenue: \$65,000  
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H. Other Business

I. Chair's Report

1. Appointment of Dr. Robert Palinkas to replace Catherine Emanuel on the RFP 2014-001 Nursing Home Management Services Evaluation Committee

J. Designation of Items to be Placed on the Consent Agenda

**X. Other Business**

**XI. Adjournment**

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## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Deb Busey, County Administrator**

### **REPORT OF RFP 2013-006 EVALUATION COMMITTEE To the JUSTICE & SOCIAL SERVICES COMMITTEE of the WHOLE**

**February 3, 2014**

Pursuant to the issuance of RFP 2013-006 for Re-Entry Programming for the County of Champaign, the Evaluation Committee has completed both individual and committee review of the responses to the RFP.

The County received three responses to the RFP from the following agencies:

**Champaign County Regional Planning Commission  
Community Elements  
Lutheran Social Services of Illinois**

After individual review and evaluation by each of the seven members of the Committee, the Committee met and reviewed the compiled results of the individual evaluations. The numeric statistics from the compiled results were evaluated as follows.

#### ***Total Points:***

Based on compiled results total points, Community Elements was ranked #1, Lutheran Social Services of Illinois was ranked #2, and Champaign County Regional Planning Commission ranked #3.

#### ***Committee Member Firm Rankings:***

Four of the seven committee members ranked Community Elements as their #1 selection while Champaign County Regional Planning Commission received two #1 rankings and Lutheran Social Services of Illinois received one #1 ranking.

#### ***Ranking by Evaluation Criteria:***

Community Elements received the highest ranking on four of the eight evaluation criteria questions, which was the #1 ranking for this comparison. Lutheran Social Services of Illinois ranked #2 for this comparison with three #1 rankings (tied with Community Elements on one of the criteria) and Champaign County Regional Planning Commission ranked #3 with two #1 rankings.

Following review of the results of the compiled evaluation ratings, the Committee Members engaged in a discussion regarding the perceived strengths and weaknesses of the three proposals.

Given the challenges that will face the start-up of a Re-Entry Program in Champaign County, the Committee agreed that while all three proposals exemplified strengths and weaknesses, the strengths of the Community Elements Proposal best match the requirements and programming required by this new Program. The identified strengths of the Community Elements proposal were documented as:

- One of the strongest proposals for the implementation of re-entry best practices and relevant outcome measures;
- The best, most clearly defined strategy for the delivery of re-entry services, and what the program will look like;
- Community Elements has an intimate knowledge of the community demonstrated by their strategy for the development of community-wide collaboration and support for the re-entry program;
- The highest ranked proposed project schedule that provides a targeted, specific, well documented approach with achievable timelines;
- The proposed program includes a comprehensive plan for housing, a significant issue for re-entry;
- Highest ranked qualifications of the project team with a reasonable proposal for staffing and staff costs for the program; and
- Lowest cost proposal for facility and overhead expenses, leaving more funds available for direct services.

Ancillary to RFP2013-006 but supporting the Committee recommendation to award the re-entry contract to Community Elements, Committee members noted the following which are believed to allow for a more seamless implementation of this program and its related services:

- Established linkages with the Sheriff's Office;
- Already working in the jail with Mental Health programs; and
- History and success with Drug Court.

### **RECOMMENDATION**

***The RFP2013-006 Evaluation Committee recommends to the Justice & Social Services Committee award of contract pursuant to RFP2013-006 to Community Elements.***

The Community Elements Proposal is attached to this Recommendation for your review and information.

### **RECOMMENDED ADJUSTMENT TO RFP TIME-LINE**

The original RFP timeline is as follows:

December 13, 2013	Request for Proposal Posted & Advertised
January 22, 2014 – 3:00 p.m.	Proposals Due
January 22, 2014 – 3:30 p.m.	Proposals Opened – <i>Lyle Shields Meeting</i>

*Room-Brookens Administrative Center, 1776 E. Washington,  
Urbana, IL*

February 11, 2014 – 6:30pm

Justice & Social Services Committee of the Whole -  
Consideration of Recommendation by Review Committee

February 20, 2014 – 6:30 p.m.

County Board Selection of Service Provider

March 20, 2014 – 6:30 p.m.

County Board Approval of Contract for Services with  
Selected Provider

Through the evaluation process, the Committee was made aware that there is a federal Second Chance Grant for Re-Entry Programming for which the County's Program is a viable candidate for funding of up to \$600,000/year for two years. The deadline for application for this grant is March 18, 2014.

Based upon this information, the Committee also recommends the County Board's consideration of adjustment to the original schedule to proceed with the selection of the awarded service provider at the February 11<sup>th</sup> Justice & Social Services Committee of the Whole, with direction that the contract for services be negotiated and brought back to the County Board for approval on February 20, 2014. With this adjustment to the time frame, the awarded service provider will have the ability to apply for the funding available through the Second Chance Program this year.

Thank you for your consideration of these recommendations.



# community elements

wellness and recovery for the community

**Champaign County Administrative Services  
ATTN: Debra Busey, County Administrator  
1776 East Washington  
Urbana, IL 61802**

**Re-Entry Programming Proposal for Champaign County  
Proposal Number 2013-006**

**Community Elements  
1801 Fox Drive  
Champaign, IL 61820**

**(217) 398-8080**

**Sheila Ferguson, CEO**

**January 21, 2014**

**REQUEST FOR PROPOSAL  
Number 2013-006**



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January 17, 2014

Champaign County Administrative Services  
ATTN: Debra Busey, County Administrator  
1776 East Washington  
Urbana, IL 61802

RE: RFP No. 2013-006

Dear Ms. Busey,

Thank you for the opportunity to submit our proposal for re-entry programming in the County of Champaign. The following submission includes a one-year plan and projections for subsequent years. The proposal represents our firm and irrevocable offer for a period of ninety days. I am authorized by the Board of Directors to make binding representations on behalf of the organization. My contact information follows:

Sheila Ferguson, CEO  
1801 Fox Drive  
Champaign, IL 61820  
217 398-8080  
sferguson@communityelements.org

We propose to assign two full time staff to the re-entry project with additional clinical supervision and project consultation support. The total cost for services provided in year one of the proposal is \$121,532. We are requesting \$100,000 from the County of Champaign.

The *Re-entry Project Coordinator* will be responsible for overseeing the program development aspects of the proposal including identifying potential project partners, identification of funding sources, preparation of grants and overseeing implementation of the project plan including providing assistance to the Re-entry Council. In addition The Coordinator will facilitate the collection of data by project partners and maintain project records of data elements, baseline data, and document progress toward goals.

The *Re-entry Case Manager* will provide a full array of case management, community support, and linkage services to individuals who have been released from correctional facilities and require assistance in dealing with employment, housing, addiction, mental



illness or co-occurring disorders. The Case Manager will coordinate linkage with community resources, and employ evidence-based case management models including Motivational Interviewing, Moral Reconciliation Therapy, and Seeking Safety. The Case Manager will assist clients and their families with housing, medical, vocational, and treatment needs in order to achieve self-sufficiency and return to healthy and productive lifestyles.

We believe Community Elements is uniquely positioned to provide this service to the county for the following reasons:

1. We have supervisory and program staff currently trained and credentialed in the best-practice models proposed here, models which have been demonstrated to be effective with a criminal justice population.
2. We have a long history of providing services in Champaign County and have established relationships and formal working agreements with other social services agencies and governmental offices offering services that would support this program.
3. Because we operate the TIMES Center, we have access to transitional housing for the re-entry population and working relationships with other transitional housing providers, which we believe will be a critical need for many program participants.
4. We are licensed and credentialed to provide mental health services and substance abuse services. We are able to bill third parties for these services if medically necessary and can offer participants access to a full array of behavioral health services.
5. We have been actively involved in working with the Sheriff's office in planning and implementing community and jail-based services for persons with mental health and substance abuse needs. We are in a position to immediately integrate re-entry services, as well as outcome evaluation, with existing services and models funded by the Champaign County Mental Health Board. We have established protocols for screening and assessment of criminogenic risk, suicide risk, and behavioral health needs.
6. We are able to dedicate program development staff to the project familiar with the ILPP report and existing criminal justice services in the County. Our staff has an established working relationship with the Sheriff's office and has been working on Criminal Justice matters for the past 18 months.

Again, we appreciate the opportunity and please contact me if you have any questions.

Sincerely,

Sheila Ferguson, CEO



## Description of Organization

Community Elements is a 501(c)(3) not-for-profit organization that has served communities in East Central Illinois since 1956. Operating as the Mental Health Center, the organization developed a comprehensive continuum of services for adults, children, and families including prevention, education, counseling, psychiatry, community support, residential and housing services. In 2010, the name of the organization was changed to Community Elements to better communicate our focus on community-based recovery.

Our mission is to educate, advocate, and help build communities of well-being by providing individuals and families a range of prevention, intervention, and mental health treatment services. These services are culturally inclusive, client/family focused, and recovery-oriented through service excellence, mentoring and leadership.

Community Elements is nationally accredited by the Council for Accreditation of Rehabilitation Facilities (CARF), is certified and licensed by the Illinois Department of Human Services Bureau of Accreditation, Licensure and Certification to provide Medicaid services, and licensed by the Illinois Department of Alcoholism and Substance Abuse to provide addictions treatment services.

To further our mission, Community Elements demonstrates the ability to undertake challenges and succeed and deliver exceptional and competent services focused on our clients, community, and employees. We have a proven track record of developing and administering community specific programs using national best practice models including, but not limited to, supportive housing for persons with disabilities, homeless prevention, prevention of underage drinking, community-based mental health treatment, and community crisis response.

Our focus and approach to service delivery can be described as follows:

**Wholeness:** Community Elements is inclusive, which means we provide recovery-focused resources - from behavioral treatment and prevention to supervised group homes and 24/7 crisis services - to individuals, families, couples, support systems, and the community.

**Strength:** Strengthening the lives of individuals and families strengthens our society. Our comprehensive, evidence-based programs and services are designed to give individuals and families the courage to overcome adversity and empower them to meet their recovery goals.

**Diversity:** At Community Elements, we understand social and cultural differences. We meet the needs of thousands of children, adolescents, seniors, and their families each year, and we treat each individual with dignity and respect. Without question.

**Community:** We seek and cultivate relationships with community partners, including healthcare organizations, schools, faith organizations, neighborhoods, and many others.



We listen to the community, and with their support, we're able to provide exceptional prevention, intervention, treatment, housing, and human services

We have significant experience in establishing programs using best-practice models, administering grants, and coordinating community interventions involving multiple partners. Parenting with Love and Limits, funded by the Champaign County Mental Health Board, is a best practice model for which we have received national recognition. Structured Psychotherapy for Adolescents Responding to Chronic Stress is another evidence-based model. We developed the Permanent Housing and Assertive Community Treatment model which continues to receive funding from the Department of Housing and Urban Development. All of these models involve managing multiple community constituencies.

Community Elements has been providing mental health and community services to the residents of Champaign County for 57 years and is currently the primary provider of mental health services in the county. Throughout its history, the organization has remained responsive to community needs by consistently completing needs assessments and implementing new and innovative services and programs utilizing best practice models. While there are many milestones and major achievements in our history, listed below are some key examples:

- The Crisis Line, a 24-hour mental health hot line, has operated continuously since 1967.
- The first group home opened in 1984, and our first apartment building to house mentally ill persons who are homeless opened in 1990.
- In 1994 and again in 2003 we opened new HUD funded apartment buildings which offer permanent affordable housing for individuals with mental health disabilities.
- In 2000 we moved transitional services for men who are homeless to the current TIMES Center location. In 2013 we provided more than 20,000 nights of care and 70,000 meals.
- In 2003 our agency assumed responsibility for Roundhouse, a runaway and homeless youth shelter and we became a licensed DCFS Child Welfare Agency.
- The organization received licensure to provide addiction treatment services in 2005.
- We were accredited by the Joint Commission in 1997, and in 2009, were accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) accredited. Our accreditation was renewed in 2012.
- Currently, we serve over 4,500 consumers with an array of prevention, intervention and treatment programs for mental health and substance abuse provided in both office and community settings.

Our staff of approximately 160 works from a number of locations in the community including our two main facilities located at 1801 Fox Drive and 801 N. Walnut in Champaign.

Community Elements is a significant provider of behavioral health services and correctional services in Champaign County. According to data from the Center for Medicare and Medicaid Services, 1615 persons with a serious mental illness reside in Champaign County with 1090 of these persons currently being served by Community Elements. Community Elements is currently engaged with more than 175 criminal justice clients in specialized services including Drug Court and services for co-occurring substance abuse and mental health problems. Our staff are assigned to the Champaign County Jail to provide engagement, assessment, referral and linkage services to the inmate population. We are actively working with the Sheriff's office to improve engagement and linkage to services for the inmate population.



## Personnel

### *Bruce Barnard*

Mr. Barnard will provide consultation and oversight for the program development and grant writing aspects of the proposal. Mr. Barnard, who is presently a consultant at Community Elements, has thirty five years of experience in substance abuse treatment, mental health treatment, community corrections, and program development. His experience includes serving as Facility Director for a Federal Bureau of Prisons Halfway House at Prairie Center, Associate Director for Champaign and Ford Counties at Prairie Center, and Director of Adult Recovery Services at Community Elements. Mr. Barnard is on the faculty of the Eastern Illinois University School of Technology teaching in the areas of organizational development, supervision, and training.

Mr. Barnard will provide consultation and technical assistance two hours per week. Mr. Barnard's resume follows the proposal.

### *Celeste Blodgett*

Ms. Blodgett will serve as Re-entry Program Coordinator and will be responsible for overseeing the program development aspects of the proposal, identifying potential project partners, serving as Coordinator to technical assistance providers, identification of funding sources, preparation of grants and overseeing implementation of the project plan. She will be responsible for maintaining meeting minutes, progress reports, and documenting decisions approved by the Re-entry Council. In addition she will facilitate the collection of data by project partners and maintain project records of data elements, baseline data, and document progress toward goals. She was the research assistant assigned to work on the Criminal Justice Manual and is currently authoring training materials and job aides for jail staff.

Ms. Blodgett will be assigned full-time to the project. Ms. Blodgett's resume follows the proposal.

### *Re-entry Case Manager*

A full-time Case Manager will be assigned to work with the population defined in this RFP. Community Elements has a number of qualified personnel currently working with correctional clients and trained in the best practice models proposed here. However, the additional work load anticipated will require us to recruit a Case Manager specifically for this project. A summary job description for the position follows:

### **Job Description**

Job Title: Case Manager  
Level of Effort: 1 FTE  
Department: Community Re-entry  
Reports To:  
Qualifications: Bachelors in related field  
Experience working with correctional clients, mental health, or  
substance abuse  
FLSA Status: Non-Exempt

The Case Manager provides a full array of case management, community support, and linkage services to individuals who have been released from correctional facilities and require assistance in dealing with employment, housing, addiction, mental illness or co-occurring disorders. Demonstrates an understanding of community resources, and adopts a strength-based approach to case management. Assists clients and their families with their housing, medical, vocational, and treatment needs in order to achieve self-sufficiency and return to healthy and productive lifestyles by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties related to the operation of the Community Re-entry program may be assigned.

Case managers will meet the requirements to provide community support services as defined by the Illinois Medicaid rule 132. Experience and/or familiarity with substance use issues, mental health, criminal justice, and community resources are required.

- \* Interviews clients and their families to determine access to resources to manage re-entry issues, substance use, mental health, personal and family adjustments, finances, employment, food, clothing, housing, physical and medical impairments.
- \* Investigates case situations and presents information to the residential Director and other members of Community Re-entry team on client's vocational needs, housing situation, access to recovery resources and support system.
- \* Serves as link between client, team members, and community. Maintains close communication and coordination with probation/parole or other supervising authority.
- \* Works with Department of Corrections staff to identify clients most in need of community case management services and provide linkage to services upon release.
- \* Identifies and maintains working relationships with providers of transitional housing, permanent housing, support services, self-help, education, and other community resources.



- \* Provides transportation for clients to medical appointments, job interviews, support services etc. when clinically appropriate. Assists clients in identifying and using mass transit and other resources for transportation.
- \* Conducts home visits for support, assistance with activities of daily living, and monitoring of client response to treatment and recovery.
- \* Develops vocational plans for clients including job training, skill development, assistance with job seeking strategies, and community resources.
- \* Monitors and records the clients' and families' progress towards becoming self-sufficient. Develops and maintains an accurate clinical record on all assigned clients through the timely completion of all necessary forms, in accordance with the State's licensure standards and standard operating procedures.
- \* Participates in training and clinical supervision necessary to maintain licensure or certification and clinical skills. This includes attending in-service training and keeping abreast with current literature.

## Relevant Engagements

### Criminal Justice

**Lead Agency and Author of Offender Re-entry and Housing Collaborative Report for Champaign and Vermilion Counties.** In May of 2008, the governor's office released a report entitled "Inside Out: A Plan to Reduce Recidivism and Improve Public Safety." To support the housing recommendations in the Governor's Re-entry Report the Corporation for Supportive Housing (CSH) partnered with the Illinois Department of Corrections (IDOC) and the Illinois Division of Mental Health in releasing fourteen (14) planning grants within ten (10) target areas to assist communities in assessing the need for re-entry housing and supportive services in their area. The report was completed and published in June of 2009.

**Mental Health Services Contractor for the US Courts, Central District of Illinois** From 2008 to present Community Elements has provided assessment and counseling services for federal offenders for the United States Probation and Court Services offices located in Champaign and Vermilion counties.

**Mental Health Services Provider for Drug Court in Champaign County** Community Elements provides assessment and consultation regarding the mental health needs of drug court participants.

**Lead Agency and Author of the Criminal Justice Program Manual** With funding support from the Champaign County Mental Health Board, Community Elements explored best practice models and local needs to produce a comprehensive plan for mental health service linkage between the community and the Champaign County Jail. The manual was being researched and service enhancements implemented at the same time the Institute for Law and Policy Planning was completing its work in Champaign County. Consequently, many of the recommendations from Dr. Kalmanoff are already being implemented in Champaign County.

**Champaign County Jail Services** Community Elements currently provides specialized case management services for criminal justice involved clients with behavioral health needs. Staff are assigned to the jail in order to engage clients and ensure successful linkage to community-based services. A number of evidence-based models are used in the program including Motivational Interviewing, Moral Reconation Therapy, and Seeking Safety.

**Justice Task Force** Sheila Ferguson, CEO and Benita Rollins-Gay, Crisis Line Coordinator served on the Champaign County Justice Task Force.

*Community Elements has numerous federal, state, local government and private contracts to provide mental health, behavioral health, integrated care, community prevention, and consultation services. Please contact us if additional information regarding these contracts is desired.*



## Proposal and Approach

A community justice taskforce with representatives from mental health providers and mental health planners completed work in October 2012 and presented recommendations to the Champaign County Board regarding the adult system of care within the criminal justice system. A brief summary of the recommendations follows:

- Require the use of evidence-based models such as Moral Reconation Therapy.
- Expand Crisis Intervention Team Training and enhance crisis response.
- Increase access to mental health services in the jail.
- Enhance post-incarceration treatment options
- Improve screening and identification
- Adopt a system of care approach

Much of this work is underway. Community Elements and the Sheriff have a memorandum of understanding to more closely integrate mental health services in the jail and in the community. Community Elements is providing clinicians to screen, assess, and engage clients in the jail and continue services upon release. We have expanded our crisis response capability and continue to be involved in the training of Crisis Intervention Team law enforcement officers in Champaign County. Community Elements has spent the past 18 months researching and developing a system of care model for criminal justice services in Champaign County and providing technical assistance to the Sheriff in developing training materials for jail staff.

The need to provide comprehensive re-entry services to persons coming home from the Illinois Department of Corrections and from sentences at the county jail remains. This proposal seeks to address that unmet need with services and initiatives closely integrated with the existing effort to reduce recidivism among the mental health and substance abuse population at the jail.

The community lacks a set of protocols for data collection and analysis across systems. At present probation, law enforcement, the jail, and behavioral health providers maintain separate data systems which lack consistent definitions and protocols for data sharing. This proposal seeks to enhance data collection for the re-entry population in a manner consistent with the existing efforts to enhance data collection for the mental health and substance abuse population currently being served.

### Planning, Design and Implementation:

As recommended in the ILPP report, Community Elements proposes to convene a Re-entry Council to oversee a collaborative planning process to identify and plan for community needs related to re-entry. The Council will initially be comprised of representatives from:

1. Champaign County Probation and Courts Services
2. Community Elements
3. The Prairie Center
4. Problem Solving Courts
5. States Attorney
6. Champaign County Sheriff
7. Champaign County Mental Health Board (planning and program funding)
8. Illinois Department of Corrections (parole)
9. *County Board?*

While commitments from participants has yet to be secured for this proposal, all participants, with the exception of the Department of Corrections, previously committed support to participate in a similar planning structure in a grant submitted to the U.S. Department of Justice. Every effort will be made to operate the Re-entry Council in a manner that minimizes the time commitments of primary participants. Task Groups, chartered by the Steering Committee, will be employed to research and prepare briefing memos on specific issues or populations for Re-entry Council participants and provide opportunities for other community members and groups to participate.

The Re-entry Council is expected to meet monthly during the initial project period with Task Groups meeting more frequently to work on defined projects. The Re-entry Coordinator will be responsible for maintaining meeting minutes, progress reports, and documenting decisions approved by the Council.

The Re-entry Council will be guided by the following priorities:

- Determine and recruit representatives from additional constituencies or with special expertise necessary for a collaborative planning process.
- Draft formal agreements regarding the organization and composition of the Re-entry Council.
- Reach consensus regarding a statement of program goals and objectives related to community re-entry.
- Approve a detailed work plan.
- Identify services and resources necessary to complete the project.
- Define the target population.
- Define system-wide outcome measures.
- Approve and adopt operational guidelines to guide the delivery of community re-entry services and the adoption of evidence-based models.
- Identify key data elements to measure system performance.
- Gather baseline data from all sources.
- Develop a data driven decision making strategy.

The Re-entry Council will serve as a steering committee which guides and coordinates the work of a number of subcommittees focused on aspects of re-entry.



**Fig. 1 illustrates the role of the Re-entry Council as a steering committee guiding the work of key community participants.**



The Task Groups chartered by the Steering Committee will be representative of multiple community interests, including but not limited to, community treatment providers, criminal justice authorities, formerly incarcerated individuals, community planning and funding entities, community representatives, and subject matter experts.

#### *Barriers*

1. A significant barrier to the successful completion of the project is the time required for successful engagement. While Steering Committee members are committed to the project, they are managing multiple priorities and lack time to pursue collaborative planning. The staffing structure of the project is intended to minimize the time commitment required from Steering Committee members allowing them to receive information in advance of meetings and focus their time productively.
2. Another significant barrier is the need to pursue strategies and plans that are sustainable. Sustainability, identification of resources, and maximizing available resources from a systems perspective will be a priority throughout the project. The scope of services provided initially will be limited due to the availability of financial resources. Plans to enhance services will identify prospective funding sources and a significant effort will be made during year one to seek grants and alternative funding for re-entry services in Champaign County.
3. The most effective re-entry programs combine case management with vocational/job development and stable housing supports. Initially, re-entry services will rely on existing

vocational and housing supports which are extremely limited for this population as a criminal history is often an excluding factor for participation.

4. The opportunity for peer support with the population is extremely limited. Often, conditions of parole or probation limit contact with other offenders. The availability of formal groups such as Moral Reconciliation Therapy and Seeking Safety will provide some opportunity for peer support, however providing opportunities for the development of peer and faith-based support models in the community will be a focus of the Re-entry Council.

5. Any service model relies on securing the trust of the participants. We believe that having the services provided by a non-governmental community agency familiar with participant consent and confidentiality requirements will enhance trust among participants.

#### *Initial Target Population*

The target population for this re-entry proposal is offenders who have completed a sentence at the Champaign County Jail or Illinois Department of Corrections approved for release in Champaign County. In addition, program participants will not be eligible for existing community corrections programs funded by the Champaign County Mental Health Board due to eligibility criteria or capacity. When service capacity is limited, priority will be given based on the level of risk as indicated by a criminogenic risk factor assessment and consultation with probation and parole officers.

#### **Case Management Approach**

We propose the use of enhanced case management strategies linked to community supports to improve the outcome of existing supervision and parole strategies. By developing and implementing this model with the support of the Re-entry Council, the traditional approach to supervision, parole, and community services can be greatly enhanced.

The proposed model has evolved in its implementation. Community Elements has used enhanced case management linked with housing resources in programs designed to address co-occurring addictions, mental health, and medical problems. These programs have demonstrated positive outcomes with criminal justice involved clients using enhanced case management, motivational interviewing, and strength-based approaches (Ackerson, 2002).

The incorporation of an assertive community focus with motivational interviewing and a strength-based approach is also incorporated into other model programs shown to be effective with clients experiencing co-occurring substance use disorders and mental illness (GAINS Center, 2007). According to The Bureau of Justice Statistics (2006) approximately 42% of all inmates in state facilities and 49% in county facilities had a co-occurring substance abuse and mental health problem. Approximately 20% had a



substance abuse problem only and 15% had a mental health problem only: leaving 15% of the prison/jail population without a mental health or substance abuse problem. Those individuals currently have no access to community re-entry services in Champaign County.

We recognize that many factors, including age, race, ethnicity, culture, language, sexual orientation, literacy, education, preferred learning style, and gender influence consumer preferences and response to services. Because of the emphasis placed on engagement and natural supports it will be critical that offenders are actively engaged with the program and other community supports. By choosing to develop, design, and implement services with offender input at all levels, we create opportunities to promote communities of caring and recognition of individual differences.

Offenders participating in the program have the opportunity to establish their own goals and to direct the services they receive. Clients have the opportunity to instruct staff regarding their cultural and individual preferences and beliefs. Because the model calls for individual goal-setting and service design, the program can easily adapt to preferences while maintaining the fidelity of the model.

Staff engaged in providing re-entry services will utilize two models currently in use by Community Elements, Motivational Interviewing and Moral Reconation Therapy. Since implementing these models with a criminal justice population we have had a consistent approach among our service providers. We believe that having a consistent approach with community correction clients and re-entry clients will increase efficiency and efficacy.

#### *Care Coordination Approach*

Due to the complex needs of the proposed population; it is unrealistic to expect that one Case Manager or one organization can effectively respond to those needs. We propose to use a care coordination approach with the Case Manager working to facilitate and coordinate the efforts of multiple community agencies.

While not limited to these areas, we anticipate that the care coordination will focus primarily on linkage to assistance in obtaining benefits, community-based behavioral health resources, community medical and dental services, employment and job training services, housing, family support, as well as play a key role in data tracking and service monitoring. Applying for and obtaining benefits is a priority as it is necessary for accessing other needed services in primary and behavioral health care. The following model illustrates the relationship between care coordination efforts and identifies the current availability of these services in the Champaign County Jail.



1. indicates service currently available in the jail
2. Indicates service currently available in the community
3. indicates service proposed for future initiatives in the jail

- Benefits Case Management
  - Healthcare Consumers (2,3)
  - Public Health (2)
  - Community Elements (2,3)
- Behavioral Health Services
  - substance use – Prairie Center (1,2)
  - mental health, substance use – Community Elements (1,2)
  - co-occurring disorders – Community Elements (1,2)
  - methadone – Champaign Treatment Center - Riverwood (2)
- Medical
  - Correctional Healthcare (1)
  - Smile Healthy (2)
  - Presence Healthcare (2)
  - Carle (2)
  - Promise Healthcare (2)
  - Community Resource Center (2)
- Employment and Job-Training
  - Disability Services (2)
  - Dept. of employment Services (2)
  - Champaign Consortium (2)
  - Adult Education (2)



- Re-entry, Housing and Family Services
  - Housing Authority (2)
  - Shelter plus Care, Community Elements (2)
  - Township Offices (2)
- Transitional Housing
  - Center for Women in Transition (2)
  - TIMES Center, Community Elements (2)
  - Salvation Army (2)

### *Moral Reconciliation Therapy*

Moral Reconciliation Therapy (MRT) is a systematic treatment strategy that seeks to decrease recidivism among juvenile and adult criminal offenders by increasing moral reasoning. Its cognitive-behavioral approach addresses criminogenic-or criminal-thinking, aims to change antisocial ways of thinking and combines elements from a variety of clinical approaches to progressively address ego, social, moral, and positive behavioral growth.

MRT takes the form of individual and group counseling, using structured group exercises and prescribed homework assignments. The MRT workbook is structured around 16 objectively defined steps or units focusing on 7 basic treatment issues:

1. Confrontation of beliefs, attitudes and behaviors
2. Assessment of current relationships
3. Reinforcement of positive behaviors and habits
4. Positive identity formation
5. Enhancement of self-concept
6. Decrease in hedonism and development of frustration tolerance
7. Development of higher stages of moral reasoning

Participants of group exercises meet once or twice weekly and can complete all steps of the MRT program in a minimum of three to six months.

### *Motivational Interviewing*

Motivational Interviewing is a goal-directed, client-centered counseling style for eliciting behavioral change by helping clients to explore and resolve ambivalence. The operational assumption in Motivational Interviewing is that ambivalent attitudes or lack of resolve is the foremost obstacle to behavioral change. Therefore, examining and resolving ambivalence is the key goal of the approach.

Motivational Interviewing has been implemented extensively at hundreds of sites worldwide since 1983. It has been applied to a wide range of problem behaviors related

to alcohol and substance abuse, health promotion, medical treatment adherence, and behavioral health issues. Many variations in technique exist.

Motivational Enhancement Therapy (MET) is one such adaptation of Motivational Interviewing. MET includes one or more client feedback sessions in which feedback is presented and discussed in a non-confrontational manner. MET uses an empathetic, but directive approach in which the therapist provides feedback, intended to strengthen the client's commitment to change, promote a sense of self-efficacy and elicit intrinsic motivation.

Despite the variations that an adapted Motivational Interviewing technique may contain, the Motivational Interviewing counseling style includes the following standard elements:

- Establishing rapport with the client and listening reflectively.
- Asking open-ended questions to explore the client's own motivations for change.
- Affirming the client's change-related statements and efforts.
- Eliciting recognition of the gap between current behavior and desired life goals.
- Asking permission before providing information or advice.
- Responding to resistance without direct confrontation. (Resistance is used as a feedback signal to the therapist to adjust the approach.)
- Encouraging the client's self-efficacy for change.
- Developing an action plan to which the client is willing to commit.

### *Seeking Safety*

Seeking Safety is a present-focused treatment for clients with a history of trauma and substance abuse. The treatment was designed for flexible use: group or individual format, male and female clients, and a variety of settings (e.g., outpatient, inpatient, residential). Seeking Safety focuses on coping skills and psycho-education; that is, education offered to people who have a mental health disorder. The approach operates with five key principles:

1. Safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions)
2. Integrated treatment (working on both posttraumatic stress disorder (PTSD) and substance abuse at the same time)
3. A focus on ideals to counteract the loss of ideals in both PTSD and substance abuse
4. Four content areas: cognitive, behavioral, interpersonal and case management
5. Attention to clinician processes (helping clinicians work on counter-transference or redirecting the emotional reaction of the analyst to the subject's contribution, self care and other issues)



*Coordination*

Critical to the success of the program will be open communication between the offender, the case manager, parole and/or probation officers, and other community service providers. Services will be planned and directed using strength-based assessments, motivational interviewing, and natural support systems. Information regarding the approaches being used will be shared with probation and parole in effort to promote consistent program messages.

For maximum effectiveness the program should include a housing component to address the needs of offenders at risk of homelessness. The needs assessment conducted in 2009 identified 33 offenders currently on supervision or parole at risk of becoming homeless in Champaign and Vermilion counties. The needs assessment also identified assistance with financial management, overcoming barriers to locating suitable housing, and a lack of financial resources as contributing to unsuccessful re-entry. Participants also indicated that the two months prior to release and two months after release are a critical time period for offenders to develop suitable plans that contribute to success. Consequently the program should make every effort to engage clients while they are still in prison or the County Jail to begin the process of planning for re-entry.

*Case Management Model*

Initially, one case manager will serve the re-entry population in Champaign County. The case managers will have a caseload of approximately 20-25 offenders. While our goal is to engage every offender referred to the program, we recognize that engagement can be a challenge with this population. We anticipate having contact with approximately 35 unduplicated clients per year and providing between 750 and 800 hours of direct services during the first year. The offenders involved with the program will be selected based on their need for community support services and their risk of becoming homeless.

*Focus* Services will be planned using a strength-based assessment drawing heavily on natural community supports and coordination with parole/supervision officers. Case managers will be trained in the use of motivational enhancement techniques including motivational interviewing, stages of change approaches, and contingency management.

Whenever possible, services will be delivered in the offender's home, place of employment, or neighborhood.

*Coordination with parole and probation* Case managers will maintain close communication with supervision/parole officers to coordinate activities. Program participants must maintain valid releases of information for employers, landlords, and supervision/parole officers as a condition of program participation.

*Qualifications* Case managers will meet the requirements to provide community support services as defined by the Illinois Medicaid rule 132. Experience and/or

familiarity with substance use issues, mental health, criminal justice, and community resources are required.

*Supervision* Case managers will be supervised by an LCSW or LCPC qualified to provide mental health and substance abuse treatment supervision in the state of Illinois.

### **Housing Assistance**

Access to safe and affordable housing is critical in early re-entry. Often a return to a specific neighborhood or housing situation can make a successful re-entry extremely difficult. Case managers will utilize existing resources for housing assistance and supportive services. In most cases, participation in these programs is limited to those who meet eligibility requirements for that program.

Case Managers may use the transitional services available at TIMES Center for male participants who meet criteria for admission. Other transitional providers are available for women. However, the availability of transitional housing is limited. We anticipate that housing support will be a focus for program and fund development.

### *Housing Assistance*

Because of the importance of intervening when offenders are at serious risk of becoming homeless, we propose to seek funding to provide housing assistance to offenders who lack the resources to maintain safe and suitable housing. Such assistance is intended to be short term and linked to case management services to provide financial planning, employment, and other services. We propose a rent assistance model similar to what we currently use in the Shelter plus Care and Permanent Housing and Assertive Community Treatment programs.

All housing assistance payments will be paid directly to the property owner or utility company. If the property owner wishes to receive additional assurances related to payment of rent in the case of default by the tenant, a lease addendum is required.

When a source for housing support becomes available, the following model will be proposed:

#### *First Tier*

Housing assistance will be administered using the model developed by HUD for supportive housing programs. The level of assistance and eligibility will be determined by income. Participants at or below very low income as established annually by HUD, are eligible to receive full security deposit payments, rent and utility assistance for up to six months. Currently very low income for a single individual in Champaign County is approximately \$20,000. During this time case managers will emphasize the importance of savings and developing a plan to successfully manage their own housing expense.



In most cases participants will be asked to participate in transitional housing and demonstrate a level of responsibility and compliance with program guidelines prior to receiving rent assistance. Participants whose income does not qualify them for tier one, may participate in tier two if they are at or below 125% of very low income as established by HUD.

Case management will focus on obtaining employment, developing a budget and savings plan. In some cases, case managers may need to assist offenders in obtaining the necessary documents i.e. birth certificates and identification to obtain employment.

#### *Second Tier*

After the first six months, participants must contribute to rent and utilities an amount equal to 30% of their gross income. Participants may receive second tier assistance for an additional six months. During this time case managers will emphasize the importance of savings and developing a plan to successfully manage their own housing expense. Participants whose income does not qualify them for tier one, may participate in tier two if they meet the income guide for low income.

#### *Rent (fair market rent)*

Rent and utility payments are based on the fair market rent for the community published annually by HUD.

#### *Property Manager Relations*

An important element of the program will be developing relationships with responsible property owners willing to participate in the program. Because the intent of the program is to develop stable housing for participants, the participants will be named on the property lease. In this way, a transition to full participant responsibility can be facilitated at the end of the first year when the lease is renewed with the tenant fully responsible for rent payments.

The program will not interfere with property owner's rights regarding managing their property, rules regarding tenant conduct etc. Additional assurances will be provided in the form of rent guarantees in the event a tenant leaves the unit or fail to pay their share of the rent. These guarantees will require the landlord to enter into a lease addendum with the program administrator.

## Evaluation

It is anticipated that the Re-entry Council will establish outcome measures specific to its recommendations. The following evaluation plan represents a starting point, is consistent with best practices, and allows for comparison data between services provided in the re-entry initiative and those provided as part of the community-based correctional services for those with behavioral health problems,

### *Customer Satisfaction*

Feedback from all re-entry clients will be gathered annually, through a survey created by The Client Writes; a service which provides a satisfaction measurement system for behavioral healthcare providers, including benchmark information. Anonymous client surveys invite individuals to share views regarding accessibility, acceptability and perceived value of services received. Probation and Parole officers will be surveyed by the Coordinator annually, to gather employee feedback regarding overall satisfaction with the re-entry services provided.

### *Outcomes*

Evaluation of client outcomes will also be determined through the previously described client surveys. Client outcomes relate to life situations. That is, within the client survey, program participants will be asked to rate how their life situations have changed. This information will illustrate program effectiveness on an individual level.

The main objective of the program is to reduce recidivism in all re-entry clients. "Recidivism" is a relatively broad term, in which a variety of justice-related activities may be characterized. For data collection purposes, we are specifically defining recidivism as "a new charge" or revocation of parole or probation. In our current arrangement with the Sheriff, each day we receive a list of newly admitted inmates to the jail. We will also receive reports from jail administration and probation to augment the daily reports. Therefore, all data collection will be tracked through access to this daily reports and statistical data bases.

### *Productivity Measures*

Productivity is another aspect of program activities which require tracking. That is, in order to illustrate the usefulness and validity of the program, a variety of aspects must be measured. These include:

- The number of referrals and screenings
- The number of unduplicated clients served
- The number and type of clinical services provided
- The number and type of case management services provided
- The number of successful discharges from the program

Each of these categories must be measured and analyzed to produce organizational results. Organizational results can be determined by comparing the amount of funding



spent on program-specific services to the amount of funding that would otherwise be spent on traditional means of addressing repeat offenders. In addition, while more difficult to quantify, client outcomes measures provide insight into improved quality of life and community well-being.

This information will not only illustrate how this program compares to other programs, it will be used to continuously improve service provided by Community Elements. That is, the information gained through client surveys, jail administration interviews and jail data will aid Community Elements in the continuous effort to improve services, which:

- Enhance the overall wellness of re-entry clients
- Improve the life situations of re-entry clients
- Reduce involvement between law enforcement and re-entry clients
- Strengthen and reinforce safety in our community

Through the identification of specific outcomes and access to vital information, we will measure the effectiveness of the program. Analyzing effectiveness will lead to program improvements, with which to better serve our clients and the surrounding community. The overarching goal of re-entry services is to promote wellness, employ resources responsibly and foster a safer, more humane community.

## Timeline

<b>Completion Date</b>	<b>TASK</b>	<b>Responsible Party</b>
Upon notification of award	Recruit and select Case Manager	Director of Adult Recovery Services
April/May, 2014	Formal contract between County of Champaign and Community Elements regarding project management	County of Champaign
July 2014	Case Manager begins work Coordinator begins work Consultant begins work	Community Elements
July 2014	Prepare project briefing materials and presentation for Steering Committee	Coordinator & Consultant
July 2014	Begin Project Management Tracking	Coordinator
July 2014	Services Begin	Case Manager
Aug, 2014	First Monthly Re-entry Council Meeting	Re-entry Council
Sept. 2014	Adopt formal decision structure, meeting schedule, and reporting structure for Steering Re-entry Council MOUs reflect additional individual commitments if applicable	Re-entry Council
Sept. 2014	Prepare briefing re: long-term goals and task groups	Coordinator & Consultant
Oct. 2014	Re-entry Council adopts long term goals	Re-entry Council
Nov. 2014	Re-entry Council charts task groups to focus on planning areas, including but not limited to evidence-based models, peer support, crisis response, system performance & outcome data	Re-entry Council
Nov. 2014	Prepare briefing materials on program sustainability and development plan	Coordinator & Consultant
Dec. 2014	Re-entry Council provides guidance on program sustainability and development plan	Re-entry Council
Jan. 2015	Inventory of existing services and identified gaps	Coordinator and Consultant
Jan. 2015	Re-entry Council approves six month project report including progress on program development, services provided, and available outcomes. Submission of six month project report to the County of Champaign	Coordinator and Consultant
Jan 2015 to June of 2015	Preparation of program plans, requests for funding from state, federal, and private foundations related to re-entry services, research on effective re-entry models, and establishment of faith-based and peer	Coordinator, Consultant & Re-entry Council

	support models, with associated training and development strategies	
Feb 2015	Re-entry Council reviews sustainability and program development plan	Re-entry Council
Feb 2015	Task force report program models Task force report peer supports Task force report screening and assessment Task force report data and outcomes	Task Forces & Coordinator
Mar & April 2015	Re-entry Council reviews task force reports	Re-entry Council
Apr 2015	Briefing materials submitted for housing recommendations	Coordinator and Consultant
May 2015	Re-entry Council approves housing recommendations including:  a process to screen potential participants for eligibility requirements for the development or selection of screening instruments procedure to be used for screening, including location used and staff involved	Re-entry Council
June 2015	Re-entry council reviews proposed services for FY 2016	Re-entry Council
July 2015	Re-entry Council approves twelve month project report including progress on program development, services provided, and available outcomes. Progress report submitted to the County of Champaign	Re-entry Council



**Program Budget**

	Year 1		Year 2		Year 3
<b>Funding Sources</b>					
Champaign County Re-Entry Funding	\$	100,000	\$	100,000	\$ 100,000
Champaign County Mental Health Board	\$	5,166	\$	5,321	\$ 5,481
In-Kind Rent for Office Space	\$	2,500	\$	2,538	\$ 2,576
Client Fee Income	\$	13,866	\$	16,145	\$ 19,471
<b>Total Funding Sources</b>	<b>\$</b>	<b>121,532</b>	<b>\$</b>	<b>124,003</b>	<b>\$ 127,527</b>
<b>Expenses</b>					
<i>Personnel Costs</i>					
<u>FTEs</u>	<u>Positions</u>				
1	Project Coordinator	\$ 41,600	\$ 42,848	\$ 44,133	
1	Case Manager	\$ 30,000	\$ 30,900	\$ 31,827	
0.1	Program Supervisor	\$ 4,200	\$ 4,326	\$ 4,456	
0.05	Project Director	\$ 3,577	\$ 3,684	\$ 3,794	
Total Wages		\$ 79,377	\$ 81,758	\$ 84,211	
Fringe Benefits @ 23%		\$ 18,257	\$ 18,804	\$ 19,368	
<b>Total Personnel Costs</b>		<b>\$ 97,633</b>	<b>\$ 100,562</b>	<b>\$ 103,579</b>	
<b>Office Equipment</b>					
Computer		\$ 850	\$ -	\$ -	
<i>Occupancy Expenses</i>					
Office Space		\$ 2,500	\$ 2,538	\$ 2,576	
Telephone		\$ 597	\$ 606	\$ 615	
Internet		\$ 774	\$ 786	\$ 797	
Utilities		\$ 1,624	\$ 1,648	\$ 1,673	
Janitorial Service		\$ 360	\$ 365	\$ 371	
<b>Total Occupancy Expenses</b>		<b>\$ 5,855</b>	<b>\$ 5,943</b>	<b>\$ 6,032</b>	
<i>Program Expenses</i>					
Cell Phone for Case Manager		\$ 480	\$ 480	\$ 480	
Mileage Reimbursements		\$ 1,440	\$ 1,462	\$ 1,484	
Program Supplies		\$ 1,350	\$ 1,370	\$ 1,391	
Client Assistance		\$ 1,000	\$ 1,000	\$ 1,000	
<b>Total Program Expenses</b>		<b>\$ 4,270</b>	<b>\$ 4,312</b>	<b>\$ 4,354</b>	
Management & General		\$ 12,924	\$ 13,187	\$ 13,562	
<i>11.9% Federal Indirect Cost Rate</i>					
<b>Total Expenses</b>		<b>\$ 121,532</b>	<b>\$ 124,004</b>	<b>\$ 127,527</b>	

## Revenues and Multi-Year Plan

The budget reflects the proposed level of re-entry services for Champaign County. It is anticipated that the program development and grant-writing activities of the Coordinator will result in new funding sources. These sources will result in enhanced services to the population i.e. housing programs, vocational programs, or increased program capacity. In addition, increased funding from other sources including 3<sup>rd</sup> party reimbursements could reduce the level of support from the County.

It is anticipated that the Re-entry Program Coordinator will focus primarily on program and grant development and the Re-entry Council in year one. In years two and three, her activities can expand to include administration of new grants and program initiatives such as peer support models, as well as pursuing other recommendations from the ILPP report related to re-entry including access to a crisis center, linkage with problem solving courts, and access to detoxification services. In years two and three, data analysis will be critical to improving the service model and expanding re-entry services.

The budget includes our approved federal rate for management and general expenses, as well as costs related to office space which we anticipate receiving in-kind. Wages are based on our current compensation system for the level of responsibility indicated here. The Case Manager will report to a program supervisor responsible for all criminal justice related client services. This model will enhance our ability to respond to requests for service during times when the assigned Case Manager is absent.

The budget includes funds for program supplies and client assistance. A program supplies represents necessary office supplies and 35 manuals for client participation in Moral Reconciliation Therapy. Client assistance includes bus passes, fees for identification, application fees, and other small expenditures specifically focused on the needs of the re-entry population to obtain housing, employment, and services.



**BRUCE K. BARNARD**  
**PROFESSIONAL WORK HISTORY**

**INSTRUCTOR**

- Develop and deliver college courses, prepare class materials; creatively teach to stated objectives while providing “real world” perspective, and evaluating student progress.

**Eastern Illinois University, Charleston, IL, Faculty**

**2004-2007 Adjunct Faculty, School of Technology and Dept. of Counseling and Student Development**

**2007-present Faculty, School of Technology, Organizational and Professional Development Program**

- “Counseling the Chemically Dependent” in the graduate Counseling and Student Development program.  
(Graduate Faculty Appointment in Counseling and Student Development 2004 to 2008)
- “Productive Work Teams”, a review of research and practical skills focusing on teamwork and the implementation of self-directed work teams.
- “Strength-Based Organizational and Professional Development”, an overview of strength-based organizational development models including Appreciative Inquiry and Relationship Awareness Theory. .
- “Coaching and Mentoring for Critical Thinking”, skill development for supervisors.
- “Facilitating Learning and Project Groups” applying principles of facilitation in multiple settings.
- “Supervision in Organizations” an introduction to supervision.
- “Training Program Development” an introduction to training processes

**Parkland Community College, Champaign, IL, Part-Time Faculty, 2004–2007**

- “Fundamentals of Substance Abuse Practice”, a practical overview of addiction policy, trends and practice. Course offered both online and on-campus.

**CONSULTANT, Aug 2007 to present**

**COMMUNITY ELEMENTS**

501c3 nonprofit offering comprehensive behavioral health and supportive housing services.

- Provide consultation regarding strategic planning, program development, organization development as well as staff and professional training and development..
- Assist the CEO and Board of Directors with goals and strategic environmental assessment.

**Director of Adult Recovery Services, May 2006 to Aug 2007**

**PH-ACT Supervisor, Dec. 2005 to May 2006**

- Direct adult services including residential group homes, independent housing programs, case management, psychosocial rehabilitation, crisis intervention, services for clients with co-occurring substance abuse and mental illness, and the TIMES Center for homeless men.
- Represent the Mental Health Center with funding sources, media, and the community.
- Completed start-up work on the Permanent Housing and Assertive Community Treatment program (PH-ACT), a multi agency initiative combining intensive case management and treatment services for homeless clients with mental illness, substance abuse, and HIV/AIDS.
- Led an agency-wide initiative to overhaul client access system, including recommendations for management information tools, staffing, and procedures to prepare for a transition to a full fee-for-service funding environment.



**PRAIRIE CENTER HEALTH SYSTEMS • 1976-2005**

501c3 nonprofit offering comprehensive addiction treatment and community corrections services

**Associate Director for Champaign and Ford Counties, Urbana, IL, 2000-2005**

**Residential Facility Director, Champaign, IL, 1994-2000**

**Operations Manager, Urbana, IL 1979-1994**

**Substance Abuse Counselor, Champaign, IL, 1976-1979**

**(PRAIRIE CENTER HEALTH SYSTEMS)**

- Instituted administrative reorganization to reduce the barriers between programs, incorporating a team structure, and enhancing communication and cooperation.
- Completed a successful conversion from grant-based funding to a fee-for-service model.
- Developed and implemented a plan for agency-wide, externally certified, in-service training and competency-based employee learning program.
- Initiated revisions to the client fee structure to maximize mainstream funding and offer an agency-funded sliding fee scale.
- Expanded corrections services, promoted development and implementation of drug court, and actively pursued inter-disciplinary and multi-agency collaborations.

**ASSOCIATE DIRECTOR: ADMINISTRATIVE ROLE**

- Managed all agency operations in 2 counties, including community corrections, residential substance abuse treatment, halfway house, outpatient and prevention; supervised over 70 staff in 15 programs;
- Generated \$500K per year in gross revenues through negotiated contracts with the Federal Bureau of Prisons, U.S. Courts and the Illinois Department of Human Services for community corrections services, correctional counseling services and HIV related services, respectively
- Successfully operated a 24-hour detoxification, substance abuse treatment, and community corrections program in a densely populated downtown community; consistently received accolades from nearby merchants and residents for our good neighbor policies.

**ASSOCIATE DIRECTOR: PROGRAM DEVELOPMENT INITIATIVES**

- Applied principles of productive work teams to a multi-disciplinary treatment team using an innovative harm reduction, community-based treatment model. Worked with community partners to build a coalition of 3 agencies to develop a similar model using a multi-agency treatment team.
- Established a working advisory group to improve correctional programs, recruiting key constituents and experts including the Chief US Probation Officer and local police to improve programming.
- Used a federal Shelter plus Care program to link addictions treatment and permanent housing, providing over 20 clients with safe, affordable housing options.

**RESIDENTIAL FACILITY DIRECTOR:**

- Supervised residential facility's clinical programs, personnel and operations, managing 39 staff in 5 programs.
- Expanded extended care and housing options through a coordinated effort with transitional housing providers, linking clients with services during their re-entry into the community; programs serve 20-30 clients per year; research indicates that over 70% of clients entering the Salvation Army Extended Care Program remained abstinent 1 year after leaving services.

**OPERATIONS MANAGER:**

- Supervised building maintenance, food service, clerical and medical records staff.
- Managed competitive bidding process, contracting and code compliance, remodeling, & maintenance
- Managed extensive remodel of the Champaign facility while maintaining full services to clients.
- Coordinated planning, bidding, remodeling, and startup of a 10,000 sq ft outpatient facility.

## **EDUCATION**

**Eastern Illinois University, Charleston, IL**

### **Master of Science in Technology, 2004**

- Specialty in Training and Development
- Comprehensive Evaluation – Awarded “Pass with Distinction”
- Thesis: *Implications of Personal Recovery History for Training and Development of Addiction Treatment Workers*; nominated by the School of Technology for University’s Outstanding Thesis Award

### **Graduate Certificate in Work Performance Improvement, 2003**

### **Bachelor of Science in Career and Organizational Studies, 2002**

- Alpha Sigma Lambda Honor Society

## **CERTIFICATIONS**

Certified Alcoholism Counselor,  
Illinois Alcoholism Counselor Certification Board  
Midwest Institute on Addictions

## **PUBLICATION**

Co-author, *The Gemini House Manual: A Comprehensive Primer on Drug and Life Information*, Salsedo Press, 1975, second edition, 1978.

## **PROFESSIONAL AFFILIATION**

American Society for Training and Development

## **COMMUNITY SERVICE**

- Advisory Committee, Human Services Technician Program, Parkland Community College 2000-2005
- Chair and Director, Greater Community AIDS Project (2004 to 2012)
- Eastern Illinois Foodbank, founding board member, served as Board President (1985-1990)
- Trainer, East Central Illinois Police Training Institute 2004 to present
- Trainer, Crisis Line 2006 to present



**Celeste Blodgett**

<b>Education</b>	Eastern Illinois University Charleston, IL Master of Science Technology May 2014	
	Eastern Illinois University Charleston, IL Bachelor of Science, Major in Career & Organizational Studies December 2012	
	Illinois Central College East Peoria, IL Associate in Arts and Science May 2001	
<b>Relevant Courses</b>	<ul style="list-style-type: none"> <li>• Research in Technology</li> <li>• Appreciative Inquiry</li> <li>• Conflict in Organizations</li> <li>• Interviewing</li> <li>• Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Change Strategies in Organizations</li> <li>• Science and Technology of Leadership</li> <li>• Strength-Based Development</li> <li>• Social Movements</li> <li>• Coaching and Mentoring</li> </ul>
<b>Experience</b>	<b>Community Elements Inc</b>	
Champaign, IL	<u>Criminal Justice Research Assistant</u> <ul style="list-style-type: none"> <li>• Co-authored Criminal Justice Program Manual</li> <li>• Writes proposals in response to RFPs</li> <li>• Collaborates and assists with program development</li> <li>• Designs and develops program training</li> </ul>	June 2013 to Present
	<b>Eastern Illinois University</b>	
Charleston, IL	<u>Graduate Assistant</u> <ul style="list-style-type: none"> <li>• Collaborates to create course content</li> <li>• Develops additional course materials</li> <li>• Drafts reactionary surveys</li> <li>• Updates marketing materials</li> </ul>	January 2013 to Present
	<b>Walgreens</b>	
Decatur, IL	<u>Store Team Lead</u> <ul style="list-style-type: none"> <li>• Supervised and developed employees</li> <li>• Trained new employees</li> <li>• Maintained cash management systems</li> <li>• Oversaw daily operations</li> </ul>	Mar '10 to Jan '13
	<b>Hallmark Inc</b>	
Champaign, IL	<u>Territory Assistant</u> <ul style="list-style-type: none"> <li>• Supervised crew and production during revisions</li> <li>• Oversaw department set up and maintenance</li> <li>• Maintained positive rapport with established accounts</li> <li>• Independently resolved store level issues</li> </ul>	Dec '07 to Mar '10



**Hampshire Farms**

Champaign, IL

Perennial Merchandiser

Apr '06 to Nov '07

- Provided merchandising support to three locations
- Created visually attractive perennial displays and end cap designs
- Organized products according to price points and varieties
- Reported product quality and consumer interests to supervisor

**Skills**

- Program Development
- Research Writing
- Proposal Writing
- Employee Development
- Team Building
- Organizational Development
- Training Design
- Training Development
- Supervisory
- Customer Service

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Kay V. GRABOW  
ADDRESS: 712 W. Vermont Urbana IL 61801  
Street City State Zip Code  
EMAIL: kaygrabow@gmail.com PHONE: 217 344 0704

☐ Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Lincoln Legacy Committee  
BEGINNING DATE OF TERM: 3-1-14 ENDING DATE: 2/28/2017

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

As an elementary school teacher for 42 years, I taught students about the history of Illinois and Champaign County, including information about Abraham Lincoln. Since retiring in May, 2013, I have assisted with school tours of the Court House.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

As a Committee member, it is my job to make decisions which promote and are true to the mission statement, to use fiscal responsibility in deciding how funds will be obtained and spent, and to bring new ideas to the group.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

I have been given information about the committee's available funds. I know that the committee functions as a part of the Champaign County Board.



4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) ☐ Yes ☒ No If yes, please explain:

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5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes ☒ No ☐ If no, please explain:

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The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Signature

Date

*Kay V. Grabow*  
*11/26/13*

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: ARLAN HINRICHS

ADDRESS: 1830 CTY. RD. 2000 N. URBANA IL. 61802  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 643-7955

☐ Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: SOMER #1 DRAINAGE DISTRICT

BEGINNING DATE OF TERM: Fill Unexpired ENDING DATE: 8/31/2015

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment?

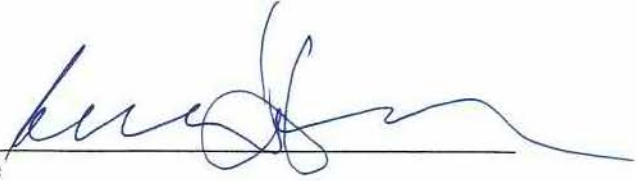
~~I~~ HAVE DRAINAGE INTO THIS ~~DITCH~~ <sup>DITCH</sup>  
FOR 30 YRS.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

I HOPE TO LEARN MORE THAN I KNOW  
AT PRESENT.

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes \_\_\_\_\_ No X If yes, please explain:

Signature 

Date: \_\_\_\_\_



Yearsley Memorial Cemetery Board:

Angie Clabaugh do hereby tender my resignation as trustee of the  
Yearsley Memorial Cemetery, effective 1-17-2014.

Signed:

Angie Clabaugh



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

Vital Records: (217)384-3720  
Elections: (217)384-3724  
Fax: (217)384-1241  
TTY: (217)384-8601

## **COUNTY CLERK MONTHLY REPORT JANUARY 2014**

Liquor Licenses & Permits	600.00
Civil Union License	70.00
Marriage License	3,850.00
Interests	13.63
State Reimbursements	-
Vital Clerk Fees	20,254.00
Tax Clerk Fees	8,884.67
Refunds of Overpayments	40.22
<b>TOTAL</b>	<b>33,712.52</b>
Additional Clerk Fees	1,308.00





**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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TTY: (217)384-8601

**MEMORANDUM**

**TO:** Policy, Personnel and Appointments Committee, Champaign County Board  
James Quisenberry, Chairman  
Deb Busey, Champaign County Administrator

**FROM:** Champaign County Clerk Gordy Hulten

**DATE:** February 3, 2014

**SUBJECT:** Repeal of Resolution 2958

Champaign County Resolution 2958 (attached) was adopted February 20, 1990, providing for County "regulation and control" of coin-operated amusement devices, primarily juke boxes, pool tables and video games. The licensing responsibilities are assigned to our office.

To our knowledge, our office has never fully acted upon that responsibility. We have no record of licenses in our office, no established procedures or infrastructure for inspecting or issuing licenses, and nobody in our office or elsewhere in County government remembers our ever doing so.

The minutes of the February 20, 1990 Board at which this was enacted meeting don't specify the Board's motivation for the regulation, but our suspicion is a desire to regulate video gaming and gambling machines. Those devices, since 2009, have been closely regulated by the State of Illinois (Public Act 96-34 and subsequent changes to 240 ILCS 40) and the Illinois Gaming Board.

Given that Champaign County is not currently enforcing this Resolution and has not for some time, and given that there appears to be little revenue potential, and given that there seems to be little compelling health, crime or safety interest in regulating juke boxes, pool tables and video arcade machines, we are asking the Board to consider repealing Resolution No. 2958. We have circulated the notion of repeal among the County Administrator, Sheriff and State's Attorney, and have received no objections.

RESOLUTION NO. 2958

RESOLUTION PROVIDING FOR THE LICENSING REGULATION, AND  
CONTROL OF MONEY OPERATED ENTERTAINMENT, AMUSEMENT AND RECREATION  
DEVICES IN CHAMPAIGN COUNTY, ILLINOIS, OUTSIDE THE CORPORATE  
BOUNDARIES OF ANY CITY, VILLAGE OR INCORPORATED TOWN

WHEREAS, Ill.Rev.Stat. Ch. 34, sec. 429.4, provides for  
licensing and taxing of amusement devices.

NOW THEREFORE BE IT RESOLVED by the County Board of Champaign  
County that such Statute shall be implemented as follows:

SECTION 1. License Required.

(a) Definition. For purpose of this resolution, the word  
"coin-in-the-slot" shall include any device which operates upon  
insertion of any legal tender, including coins or paper money, and  
"coin" as used in this resolution includes \$1, \$2, \$5 bills.

(b) Display. Any person, firm, partnership, club, association  
or corporation which displays any coin-in-the-slot operated amusement  
device to be played or operated by the public in unincorporated  
Champaign County, Illinois, shall obtain a license from the County of  
Champaign, Illinois.

(c) Distribution. Any person, firm, operator, partnership,  
club, association or corporation engaged in the business of  
distributing or leasing coin-in-the-slot operated amusement devices  
to be played or operated by the public within unincorporated  
Champaign County, Illinois, shall, before entering any lease, retail  
agreement, distribution agreement or contract with the owner or  
lessees of any premises, obtain a license from the County of  
Champaign for the purpose of engaging in the business of  
distributing, leasing, renting any such devices.



(d) Ownership and Display. Any person, firm, operator, partnership, club, association or corporation owning coin-in-the-slot operated amusement devices and also displaying these devices to be played or operated by the public within unincorporated Champaign County, Illinois, shall obtain a license for the purpose of so displaying such devices for use or operation by the public.

SECTION II. Imposition and Amount of License Fee.

(a) Display. There is hereby imposed on the display of every coin-in-the-slot operated amusement device in Champaign County, Illinois, outside the corporate limits of any city, village or incorporated town, which does not return to the player thereof any money or property or right to receive money or property, an annual license fee of fifty dollars (\$50.00) for each machine for which a license is sought.

(b) Distribution. There is hereby imposed on the business of distribution or lease of coin-in-the-slot operated amusement devices to be played or operated by the public within the jurisdiction of the County an annual license fee of two hundred dollars (\$200.00).

SECTION III. Application.

(a) Application and Fee. Application for license shall be made to the Chairman of the Champaign County Board in a form prescribed by the Chairman. Such application for license shall be accompanied by the annual license fee which shall be paid to the County of Champaign and collected by the Chairman of the Champaign County Board. All monies received by the Chairman under this ordinance shall be

promptly paid to the Treasurer of Champaign County and deposited into the general corporate fund of the County of Champaign.

(b) Form of Application.

(1) The application shall require the full name and address of the applicant, including the full name and address of all partners if the applicant is a partnership, and the full names and addresses of all officers, directors, and stockholders owning five or more percent (5%) of the corporate stock if the applicant is a corporation. The application shall also contain such relevant data, including but not limited to individual, partnership, firm, club, association, or corporate records, bills of sale, or information regarding the origin and ownership of the devices and the division of revenues generated by the devices.

(2) The applicant shall state whether the applicant, or if a partnership, any partners, or if a corporation, any officers, directors or stockholders owning more than 5% or more of the corporate stock have been convicted of a state or federal gambling offense or felony, and if so, the particulars.

(3) The application shall be sworn to under oath, signed by the applicant(s), and notarized. If the applicant is a partnership, firm, association, or club, then the application shall be signed by at least two (2) members. If the applicant is a corporation, then the application shall be signed by at least the president and secretary of the corporation.

(c) Hearing on Application.



RESOLUTION NO. 2958

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The Board Chairman or designated agent may conduct a hearing on the issue of whether a license shall issue. The Committee may question the applicant(s) or other person on any relevant matter.

(d) Restrictions Upon Issuance.

(1) A license shall be denied to any person who has been convicted of a state or federal gambling offense or a felony only if he is otherwise ineligible or the the Board Chairman or designated agent, after hearing and investigation, determines that the applicant does not warrant the public trust. The same standard shall apply if any partner, officer, director or stockholder of 5% or more of corporate stock has been convicted of a state or federal gambling offense or a felony.

(2) No license shall be issued to any person or persons, firm, club, association, partnership, or corporation who has violated this ordinance.

SECTION IV. Licenses.

(a) Display Upon Issuance. If the application is approved and the annual license fee is paid, the Committee shall provide a form of license setting forth the name of the licensee and the year for which the license is issued, and if authorizing the display of devices, the number of devices the licensee is authorized to display. Every licensee under the provisions of this ordinance shall exhibit the license at all times in a conspicuous place within the same location as that in which the devices are located; or in the case of a license for distribution, the license shall be affixed to the device itself.

The Chairman of the Champaign County Board or his authorized agents, or the Sheriff of Champaign County, Illinois, or his duly authorized deputies, shall have the right to inspect premises or devices for the exhibition of the license without notice to the licensee.

(b) License Period. The license period for all licenses issued hereunder shall be for one (1) year from July 1, to June 30 of each year. No refund or rebate shall be made to any applicant whenever any license is denied, suspended, revoked or surrendered for any reason, and no license fee shall be prorated for any portion of any year.

(c) Personal Nature of Licenses.

(1) A license shall be purely a personal privilege, valid for not to exceed one (1) year after issuance unless sooner revoked as in this Section provided, and shall not constitute property, nor shall it be subject to attachment, garnishment or execution, nor shall it be alienable or transferable, voluntarily or involuntarily, or subject to being encumbered or hypothecated. Such license shall not descend by the laws of the testate or intestate devolution, but it shall cease upon the death of the licensee.

(2) When the licensee is a partnership or corporation, the license shall terminate whenever there is a transfer of 50% or more of the ownership interest. Provided, however, that the provisions of this sub-section and of sub-section (3) below shall not apply where the transfer of an ownership interest is made to a partner or

RESOLUTION NO. 2958

Page 6

to an officer or stockholder named on the original license application.

(3) Whenever there is a transfer of 50% of the ownership interest of a licensee, the licensee shall within 10 days of the effective date of the transfer surrender the license issued to the Environmental and Land Use Committee. The licensee may make new application for license; and if the application and fee are submitted within 10 days of the effective date of the transfer, the Chairman may at his discretion issue an interim license. The interim license shall be valid until the new application shall be issued or denied, but in no event shall it be effective after the date at which the license surrendered would have expired.

V. Violations and Penalties.

(a) Violation of Ordinance. Any person or persons, firm, club, association, partnership, or corporation who shall use or operate any device which is required to be licensed under this Resolution for other than lawful purposes, or permits the display or operation of such device upon their premises contrary to the provisions of this Resolution, shall be guilty of a violation of this ordinance. The violation shall be punishable by a fine of not more than five hundred dollars (\$500.00). Each day said violation exists shall be considered a separate offense.

(b) False application or information. Any person or persons, firm, club, association, partnership or corporation who shall knowingly file a false application or knowingly provide false



information on the application required by this Ordinance shall be deemed to be in violation of this ordinance.

(c) Suspension or Revocation. The license of any person, or persons, firm, club, association, partnership or corporation who commits any of the violations set forth above is subject to suspension or revocation.

VI. Seizure of Devices.

Any duly authorized employee of the Sheriff may, without a search warrant, seize any coin-in-the-slot operated amusement device which is being displayed in his presence in a manner that violates any provision of this act. Such amusement device so seized shall be subjected to confiscation and forfeiture as hereinafter provided.

VII. Confiscation and Forfeiture - Hearing - Sale.

(a) Hearing. After seizing any coin-in-the-slot operated amusement device, as provided in Section VI of this Ordinance, the Chairman of the Champaign County Board shall hold a hearing in Champaign County and shall determine whether such amusement device was being displayed in a manner which violates any provision of this Ordinance. The proof shall be by a preponderance of the evidence.

The Chairman shall give not less than 7 days' notice of the time and place of such hearing to the owner of such amusement device if he or she is known, and also to the person in whose possession the amusement device seized was found, if such person is known and if the person in possession is not the owner of said amusement device.

In case neither the owner or the person in possession of such amusement device is known, the Chairman shall cause publication of the time and place of such hearing to be made at least once in each week for three (3) weeks successively in a newspaper of general circulation in Champaign County.

(b) Order of Confiscation. If, as the result of such hearing, the Chairman shall determine that the amusement device seized was, at the time of seizure, being displayed in a manner in violation of this Ordinance, the Chairman shall enter an order declaring such amusement device confiscated and forfeited to the County, and to be sold by the County in the manner hereinafter provided. The Chairman shall give notice of such order to the owner of such amusement device if he is known, and also to the person in whose possession the amusement device so taken was found, if such person is known and if such person in possession is not the owner of such amusement device. In case neither the owner nor the person in possession is not the owner of such amusement device. In case neither the owner nor the person in possession of such amusement device is known, the Chairman shall cause publication of such order to be made at least once in each week for three (3) weeks successively in a newspaper of general circulation in Champaign County.

(c) Reclamation of Confiscated Devices. The person from whom such amusement device has been seized (or the owner of such device if that is a different person) may redeem and reclaim said device within thirty (3) days after the Chairman's order of confiscation and

forfeiture becomes final by payment of an amount equal to twice the annual license fee applicable to such amusement device, plus a penalty of ten (10%) percent.

(d) Sale. When any amusement device shall have been declared forfeited to the County by the Chairman, as provided in this Section, and when all proceedings for the judicial review of the Chairman's decision have terminated, the Chairman shall (if such amusement device is not redeemed and reclaimed within the time and in the manner provided for in this Section) sell such amusement device for the best price obtainable and shall forthwith pay over the proceeds of such sale to the County Treasurer; provided, however, that if the value of the property sold shall be \$500.00 or more, such property shall be sold only to the highest and best bidder on such terms and conditions and on open competitive bidding after public advertisement.

SECTION VIII. Partial Invalidity.

If a court of competent jurisdiction shall adjudge to be invalid or unconstitutional any clause, sentence, paragraph or part of this Resolution, such judgment or decree shall not affect, impair, invalidate or nullify the remainder of this Resolution, but the effect thereof shall be confined to the clause, sentence, paragraph or part of this Resolution so adjudged to be invalid or unconstitutional.


SECTION IX. Effective Date.



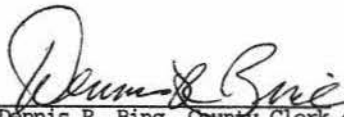
RESOLUTION NO. 2958

Page 10

This Resolution shall take effect from and after its passage according to law.

  
\_\_\_\_\_  
Chairman, County Board of the  
County of Champaign, Illinois

ATTEST:

  
\_\_\_\_\_  
Dennis R. Bing, County Clerk  
and ex-Officio Clerk of the  
County Board

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION REPEALING RESOLUTION 2958**

**WHEREAS**, The Champaign County Board did adopt Resolution No. 2958 – Resolution Providing For The Licensing Regulation, And Control of Money Operated Entertainment, Amusement and Recreation Devices in Champaign County, Illinois Outside the Corporate Boundaries of Any City, Village or Incorporated Town on February 20, 1990;

**WHEREAS**, the State of Illinois did enact on July 13, 2009 Public Act 96-34 (230 ILCS 40) Video Gaming Act, regulating and controlling the use of Video Gaming Terminals in liquor licensed establishments including bars, restaurants, truck stops, and certain fraternal and veterans organizations and the Illinois Gaming Board has jurisdiction over and must supervise all gaming operations governed by the Act, including all powers necessary and proper to full and effectively execute the provisions of the Act;

**NOW, THEREFORE, BE IT RESOLVED** That the Champaign County Board does repeal Champaign County Resolution No. 2958.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 20<sup>th</sup> day of February A.D. 2014.

---

Alan Kurtz, Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Gordy Hulten, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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TTY: (217)384-8601

**MEMORANDUM**

**TO:** Policy, Personnel and Appointments Committee, Champaign County Board  
James Quisenberry, Chairman  
Deb Busey, Champaign County Administrator

**FROM:** Champaign County Clerk Gordy Hulten

**DATE:** February 3, 2014

**SUBJECT:** INFORMATION ONLY: Early Voting Election Equipment and Changes for 2014

In 2012, in a bi-partisan collaboration with State, County and local officials, our office introduced seven new early voting locations to better serve the needs of Champaign County's voters.

These seven off-site early voting locations are:

- University of Illinois Illini Union, Urbana
- Spalding Recreation Center, Champaign
- Meadowbrook Community Church, Champaign
- Grace Church, Mahomet
- Rantoul Recreation Center, Rantoul
- St. Joseph Village Annex, St. Joseph
- Tolono Public Library, Tolono

This expansion of early voting was the largest in Champaign County's history, and the largest by any election jurisdiction in Illinois in 2012. The response was positive and overwhelming, with more than 20,000 votes cast before Election Day, greater than 25 percent of the total votes cast in the election, more than three times the highest rate that had previously been achieved in Champaign County.

However, while the introduction of the new early voting locations was overall a success, improvements are still possible and desirable.

In 2012, our office was limited to using our existing election equipment, In-Precinct Optical Scan Ballot machines manufactured by Election Systems and Software (ES&S) called M100s. These were originally acquired in 2005 using Federal and State Help America Vote Act (HAVA) grant funds, and in 2010 in response to the original state mandate requiring an early voting location on the University of Illinois campus.



In Champaign County, we have used these ES&S M100s for all absentee, early and election day voting since 2006. The M100 has been a very accurate and useful machine for us, but due to its firmware has been limited to processing ballots from no more than ten precincts per machine. Thus, we are required to use 12 M100s in our office to process absentee and early voting ballots from all of Champaign County's 118 precincts.

Subsequently, a necessary compromise of our 2012 early voting plan was that each of our seven new early voting locations would only have one or two M100s assigned to it, and therefore be able to process voters only from the ten or twenty precincts in closest geographic proximity to the location. This compromise caused particular difficulties at our University of Illinois early voting locations, which of course attracts employees from all across Champaign County but was only able to process voters who lived in proximity.

In addition, we have concerns about overreliance on our supply of M100s, most of which were manufactured over ten years ago. Champaign County owns 126 M100 tabulators. For the 2012 General Election, of those 126 M100s, twelve were used for absentee and early voting at our office, twelve were distributed across the seven new early voting locations, and 100 were used at the 100 election day polling places normally operated in Champaign County. To ensure cleaner post-election audit procedures, we attempt to avoid re-using early or absentee voting machines on election day, if possible. However, using 124 of our 126 machines for an election leaves just two unused machines available as backups if problems develop with three or more precinct machines on election day.

For the 2013 Consolidated General election, we implemented the same seven off-site early voting locations, using the same equipment and following the same plan we used in 2012. At the same time, we were researching possible improvements to our early voting procedures. In particular our goal was to offer early voting to all Champaign County voters at any location in Champaign County.

In 2013, ES&S received Federal and State certification for a new Optical Scan Ballot tabulator, the DS200, that offers a number of improvements over the M100. Most germane to our early voting operations is the DS200, while accepting the same ballots as the M100, can process ballots from several hundred precincts. After a thorough review of Federal and State certification and testing documents, we requested and spent several months with a loaned DS200 machine, which we used for demonstration purposes and tested thoroughly. Late last year, a combination of grant funding, credit for unused equipment and budget savings were identified and pooled for the purchase of twelve ES&S DS200 tabulators and related supplies, at a cost of \$59,520.

These twelve DS200s will allow for significant improvements in our operations:

- By using one DS200 at each off-site early voting location, any registered voter in Champaign County can now vote at any early voting location. At each location, we will have a supply of the ballot styles anticipated to be most commonly used, and have the capability to print ballots on demand for uncommonly used ballot styles, or if there is a ballot shortage of any style.
- By using the DS200 at the early voting location in our office, we can use the space formerly occupied by twelve M100 tabulators for more voting booths. Voting booths has been a bottleneck in our office, so for high-turnout elections, more booths should shorten lines and voters' wait times.
- The DS200 accepts the same ballots as the M100, so voters will be familiar with the ballot appearance and our office will have to program and proof only a single set of ballots. Additionally, the ballot compatibility ensures that DS200s can be used to back up and audit M100s, and vice versa.
- The DS200 is programmed using the same Federally- and State-certified software as the M100, so results can be combined from absentee, early and election day voting within the election results management software rather than through manual data entry.
- Our plan to use DS200s for absentee and early voting at our office and at the off-site early voting locations allows us to set aside 24 M100s as backup and spare machines, better preparing us for the inevitable time when M100s begin losing functionality due to increasing age.

Research suggests that early voting use increases as voters become accustomed to it. In accordance with election administration best practices, our plan is to maintain consistency in early voting locations and procedures as much as possible, in the hopes that voters' increasing familiarity will continue to increase use. Therefore, our plan is for all future countywide elections to use DS200 machines to allow voters to vote at any early voting location in Champaign County.

Those early voting locations, and their schedules for the March 18, 2014 General Primary Election are:

**Office of the Champaign County Clerk, 1776 East Washington Street, Urbana**

- Monday, March 3, 2014 through Saturday, March 15, 2014
- Monday through Friday, 8:00am - 4:30pm
- Saturdays, 10:00am - 1:00pm
- Sundays, Closed

**Illini Union, Room #319, 1401 West Green Street, Urbana**

- Tuesday, March 11, 2014 through Saturday, March 15, 2014
- Tuesday through Friday, 10:00am - 6:00pm
- Saturday, 10:00am - 1:00pm

**Spalding Recreation Center**, 910 North Harris, Champaign

- Tuesday, March 11, 2014 through Saturday, March 15, 2014
- Tuesday through Friday, 10:00am - 6:00pm
- Saturday, 10:00am - 1:00pm

**Meadowbrook Community Church**, 1902 South Duncan Road, Champaign

- Tuesday, March 11, 2014 through Saturday, March 15, 2014
- Tuesday through Friday, 10:00am - 6:00pm
- Saturday, 10:00am - 1:00pm

**Grace Church**, 800 West Oak Street, Mahomet

- Tuesday, March 11, 2014 through Saturday, March 15, 2014
- Tuesday through Friday, 10:00am - 6:00pm
- Saturday, 10:00am - 1:00pm

**Rantoul Recreation Center**, 100 West Flessner Avenue, Rantoul

- Tuesday, March 11, 2014 through Saturday, March 15, 2014
- Tuesday through Friday, 10:00am - 6:00pm
- Saturday, 10:00am - 1:00pm

**St. Joseph Village Annex**, 201 Second Street, St. Joseph

- Tuesday, March 11, 2014 through Saturday, March 15, 2014
- Tuesday through Friday, 10:00am - 6:00pm
- Saturday, 10:00am - 1:00pm

**Tolono Public Library**, 111 East Main Street, Tolono

- Tuesday, March 11, 2014 through Saturday, March 15, 2014
- Tuesday through Friday, 10:00am - 6:00pm
- Saturday, 10:00am - 1:00pm

Registered voters interested in voting early can visit any of those locations during the dates and times listed. Photo identification is required for early voting. Information and the list of locations and schedules is available on our website at

[www.champaigncountyclerk.com/ev/](http://www.champaigncountyclerk.com/ev/) and voters with questions can contact us at 217-384-3724 or [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com).

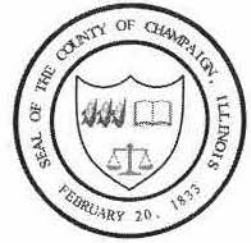
We are excited about this further expansion of early voting in Champaign County, and the increased convenience for voters. We are grateful for the collaboration and cooperation from our state legislators and the State Board of Elections, as well as the County's Administrative Services, Information Technology and Facilities Departments and the County Administrator and County Board. Also, the staff in the County Clerk's office and Champaign County's Election Judges are responsible for our efficient and conscientious administration of early voting in Champaign County, and for many of the procedural improvements we implement.

Thank you for your time and attention, and please contact me any time at 217-384-3724 or [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com) if I can ever be of service.



# **CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581



**Andy Rhodes, Information Technology Director**

## **MEMORANDUM**

TO: James Quisenberry, Deputy Chair – PPA Committee of the Whole

FROM: Andy Rhodes, IT Director

RE: Amendment to Ordinance 652 – An Ordinance Establishing Information Technology Resources Policy and Procedures

DATE: February 4, 2014

Passwords are an important part of a secure computing environment. A poorly chosen or weak password may result in unauthorized access to County data resources. As a result of system upgrades County IT is now prepared to implement stronger password rules for clients of the Champaign County Information Network.

Currently, the Information Technology Resources (ITR) Policy does not have any specifications with regards to password complexity or length. CliftonLarsonAllen, the County's outside auditor, has indicated in their management letter that this is a problem and has requested that it be addressed.

In order to enhance the security of the CCIN and various computer systems housed within I am requesting an amendment to Article III, Section H.

6. Whenever possible computer passwords should be a minimum of 8 characters long and should consist of a at least one upper case letter, one lower case letter, and two numbers. All user level passwords shall be changed a minimum of every six months or more frequently if required by internal departmental policy.

The full ITR Policy can be viewed on the County's web site at:

<http://www.co.champaign.il.us/COUNTYBD/Ordinance%20Internet%20Policy%20May%202002.pdf>

### **REQUESTED ACTION:**

***The Policy, Procedures and Appointments Committee of the Whole approves an Amendment to Ordinance 652, Article III, Section H regarding password complexity and required changes.***

Thank you for your consideration. If you have any questions or concerns, please feel free to contact me.

**TO:** Champaign County Board Policy Committee

**FROM:** Champaign County Regional Planning Commission

**DATE:** February 11, 2014

**RE:** RTAG recommendation to pursue an Intergovernmental Agreement with the C-U Mass Transit District for the Operation of Champaign County Rural Transit Services.

**REQUESTED ACTION:** Approval to pursue an Intergovernmental Agreement with the C-U Mass Transit District for the Operation of Champaign County Rural Transit Services for FY15.

**BACKGROUND:** Champaign County receives grant funding from Illinois Department of Transportation (IDOT) to provide rural transit services. In March 2013, IDOT announced that each county (Grantee) receiving Section 5311 funding and Downstate Operating Assistance Program (DOAP) funding were required to implement the Program Compliance Oversight Management (PCOM) responsibilities by January 1<sup>st</sup>, 2014. The Grantee's PCOM responsibilities are listed in the FY14 Grant Agreement between Champaign County and IDOT under *Item 8, Section G*. In order for IDOT to ensure the Grantee meets the PCOM requirement, IDOT requested that the Grantee designate a Program Compliance Oversight Monitor ("PCOM"), who must be either 1) an employee(s) of the Grantee; 2) an employee(s) of a unit of local government with whom the Grantee has entered into an intergovernmental agreement for rural public transportation service; or 3) a shared employee(s) between two grantees who receive 5311 and/or rural DOAP funds directly from the Department with contiguous service areas. In response to this new obligation, numerous meetings were held between Vermilion County, Champaign County, IDOT, RPC, and CRIS representatives to evaluate the implications of the PCOM requirements. Additionally, during regular and special meetings of the Champaign County Rural Transit Advisory Group (RTAG), members discussed and provided input on PCOM responsibilities and the existing contractual relationship of Champaign County with CRIS.

In August and September 2013, since it was unknown if CRIS Rural MTD was going to continue providing rural transit services in Champaign County, RPC staff along with the County Administrator conducted interviews with managers of rural transit systems in our region to gauge their willingness to become the 5311 operator for Champaign County. These systems included:

- Rides Rural MTD - an MTD serving numerous counties south of Champaign County;
- Piattran - a county department of Piatt County located in Monticello; and
- C-UMTD - the Champaign-Urbana urban area public transit operator (currently providing support to CRIS for Champaign County Operations).

In October 2013, a PCOM staff person for Champaign County was hired.

In November 2013, CRIS' CEO contacted RPC staff via e-mail to notify staff that the CRIS MTD Board had decided not to continue to be the provider of rural transportation services in Champaign County. However, they were willing to work with Champaign County to transition CRIS services to another provider.

After the meetings held with representatives from Rides Rural MTD, Piattran and C-UMTD and evaluating existing support provided by C-UMTD to CRIS, operational efficiencies, location, and ability to provide the needed service; the C-UMTD appeared to be the most logical choice to be the provider of rural transportation services in Champaign County. Additionally, CRIS' CEO made the recommendation to Champaign County representatives and RTAG members to select C-UMTD as the new provider for Champaign County. Another reason for recommending C-UMTD as the new transit provider is that an Intergovernmental Agreement between Champaign County and C-UMTD would have a similar structure to what had already been created for the Champaign County Health District.

At the last regular quarterly RTAG meeting held on January 15<sup>th</sup>, after a lengthy discussion, RTAG members recommended that the Champaign County Board pursue an Intergovernmental Agreement with the C-U Mass Transit District for the Operation of Champaign County Rural Transit Services. During this meeting CRIS staff reiterated their willingness to continue to provide service until a new intergovernmental agreement could be established between Champaign County and the Champaign-Urbana Mass Transit District.



- C. Funds of the Grantee - The Grantee shall initiate and prosecute to completion all proceedings necessary to enable the Grantee to provide its share of the Project Costs at or prior to the time that such funds are needed to meet Project Costs.
- D. Changed Conditions Affecting Performance (i.e., Disputes, Breaches, Defaults, or Litigation) - The Grantee shall immediately notify the Department of any change in conditions or local law, or of any other event which may significantly affect its ability to perform the Project in accordance with the provisions of this Agreement.
- E. No Government Obligations to Third Parties - The Department and FTA shall not be subject to any obligations or liabilities by, through or to contractors of the Grantee or their subcontractors or to any other person not a party to this Agreement, in connection with the performance of this Project, without its express written consent, notwithstanding its concurrence in or approval of the award by the Department or FTA of any contract or subcontract or the solicitation thereof. The Grantee agrees to include this clause in each contract and subcontract financed in whole or in part with federal and/or state assistance.
- F. Illinois Law - Notwithstanding federal preemption, this Agreement shall be construed in accordance with the laws of the State of Illinois.
- G. Grantee's Responsibility for Compliance - Irrespective of the participation of other parties or third party contractors in connection with the Project, the Grantee shall continue to have primary responsibility to the Department and FTA for compliance with all applicable federal and state requirements as may be set forth in statutes, regulations, executive orders, the Master Agreement between the Department and FTA (a copy of which is incorporated herein by reference), and the Agreement for this Project.

To ensure the Grantee meets this requirement, the Grantee shall designate a Program Compliance Oversight Monitor ("PCOM"), who must be either 1) an employee(s) of the Grantee; 2) an employee(s) of a unit of local government with whom the Grantee has entered into an intergovernmental agreement for rural public transportation service; or 3) a shared employee(s) between two grantees who receive 5311 and/or rural DOAP funds directly from the Department with contiguous service areas, whereby the employee prepares separate reports and maintains separate records for each grantee, has no real or apparent conflict of interest, as defined in Item 12, and is pre-approved in writing by the Department. A mass transit district may appoint its director to be the PCOM.

All direct PCOM related expenses must be commensurate with the level of public transportation service being provided by the Grantee in order to be considered eligible administrative costs. The PCOM shall be responsible for the following:

- 1. General Program Knowledge - The PCOM shall possess proficiency in areas including, but not limited to:
  - a. Relevant federal and state grant program(s) purpose and funding; and
  - b. State and federal public transportation capital and operating grant requirements.
- 2. Public Transportation Service Plan - The PCOM shall develop and update, as needed, a Public Transportation Service Plan ("PTSP") that is approved in writing by the Department. In the SCMP, the Grantee shall provide the following:
  - a. A list of all of the public and specialized transportation service providers, Human Services Transportation Plan ("HSTP") Coordinators, and stakeholders within the Grantee's territorial boundaries;
  - b. The methodology by which the Grantee shall ensure that public transportation service planning, design, and operation is open, transparent, and coordinated to the maximum extent possible;

- c. For multi-county systems, the methodology by which the Grantee shall ensure that the level of service provided (number of vehicles, days, hours, and miles) by the Grantee and/or its operator(s), if any, for each county within the Grantee's territorial boundaries is commensurate with the amount of state and federal funding allocated to each county;
  - d. An explanation of the Grantee's and its operator's, if any, public transportation complaint procedures; and
  - e. Any additional information requested by the Department.
3. Monitoring - The PCOM shall monitor and analyze the following:
- a. The level and performance of public transportation service being provided by the Grantee and/or its operator(s), if any, within the Grantee's territorial boundaries. The PCOM shall monitor the following measures: hours of service, days of service, number of vehicles, revenue vehicle hours, revenue vehicle miles, system expenses and revenues, ridership, trip denials, revenue hours, miles per vehicle, and cost per trip/mile/hour;
  - b. The utilization, condition, and maintenance of Project Facilities;
  - c. The driver and staff training activities of the Grantee and/or its operator(s), if any;
  - d. All service contracts associated with the Project, including any service contracts between the Grantee's operator and a third party within the Grantee's territorial boundaries. For the service contracts, the PCOM shall monitor the revenues received and the number of trips provided. The PCOM shall ensure all service contract revenue collected by the Grantee and/or its operator(s) is properly accounted for, and reimbursements are reconciled with the Public Transportation Account at the end of the state fiscal year;
  - e. Compliance with the requirements of this Agreement;
  - f. The ability for all customers to obtain pertinent public transportation information and schedule service with the Grantee and/or its operator(s), if any; and
  - g. Any additional items requested by the Department.
4. Complaint Procedures - The PCOM shall document, investigate (if necessary), and resolve to the extent practicable all complaints regarding the public transportation provided by the Grantee and/or its operator(s), if any.
5. Program Reviews - The PCOM shall assist in all of the Department's program reviews and audits of the Grantee and its operator(s), if any, and attend all meetings between the Grantee and the Department.
6. Training - The PCOM shall attend, at a minimum, any relevant local and regional public and specialized service coordination meetings, such as the Rural Transit Assistance Center's ("RTAC") Primer or HSTP meetings; the RTAC's spring conference; and any training sessions identified by the Department.
7. Public Transportation Account - On forms provided by the Department, the PCOM shall monitor the Public Transportation Account ("PTA"), which is defined in Item 13, by identifying and tracking deposits and withdrawals into and out of the PTA, the interest earned, and the balance of funds in the account.
8. Reporting - The PCOM shall submit i) quarterly, at a minimum, a written report to the Grantee's governing body and, if applicable, the governing body of any entity being provided service pursuant to an intergovernmental agreement or service contract with the Grantee and ii) annually, a written report to the Department that is submitted with the Grantee's 4th Quarter Actual Requisition. The Grantee shall provide the Department copies of the quarterly report at the request of the Department. The reports shall contain the following information:

- a. A summary of all public transportation service coordination meetings, initiatives, and activities undertaken by the Grantee and the Grantee's operator(s), if any;
- b. A summary and analysis of the activities monitored pursuant to this Item, with recommendations and timeframes to correct any problems identified. For the service contracts, if any, in addition to a summary of the items being monitored, the Grantee shall also provide the following information: a list of all service contracts associated with the Project, including any service contracts between the Grantee's operator and a third party within the Grantee's territorial boundaries, and a summary of the Grantee's efforts to obtain additional service contracts;
- c. A summary and analysis of public transportation complaints and, if applicable, the satisfaction of any entity receiving service from the Grantee or its operator pursuant to a service contract, as well as recommendations and timeframes to correct any problems identified;
- d. For the annual report to the Department, an accounting of all PTA transactions during the fiscal year and the amount of funds in the PTA to be carried over for future public transportation capital or operating expenses; and
- e. Any additional information requested by the Department.

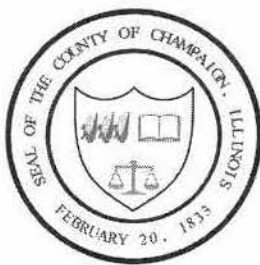
## **ITEM 8 - REQUISITIONS AND PAYMENTS**

- A. Federal and State Funds - The Grantee shall submit requisitions for Federal and State Funds. Reimbursement of any cost pursuant to this Agreement shall not constitute a final determination by the Department of the eligibility of such cost, and such payment shall not constitute a waiver of any violation of the terms of this Agreement committed by the Grantee. The Department will make a final determination as to eligibility of any payments made to Grantee only after the Grantee's independent audit has been submitted to the Department and the State has issued its "Review of the Grantee's Independent Audit" report.

In the event the Department determines that the Grantee is not currently eligible to receive any or all of the funds requested, it shall notify the Grantee, stating the reasons for such determination.

- B. Federal Funds - The following provisions shall apply to requisitions and payments for Federal Funds:
  - 1. Requests for Payment of Federal Funds by the Grantee - The Grantee must submit written quarterly requisitions for the reimbursement of eligible costs, and the Department will honor any properly submitted requests in the manner set forth in this ITEM. In order to receive Federal Fund payments pursuant to this Agreement, the Grantee must:
    - a. complete, execute and submit to the Department requisition forms supplied by the Department in accordance with the instructions contained therein;
    - b. submit to the Department, as requested, an explanation of the purposes for which costs have been incurred to date or are reasonably expected to be incurred within the requisition period and vouchers, invoices, or other documentation, satisfactory to the Department, to substantiate these costs;
    - c. where local funds are required, demonstrate or certify that the Grantee has supplied local funds adequate, when combined with any Government payments, to cover all costs incurred through the end of the requisition period;





## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES

Deb Busey, County Administrator

### ADMINISTRATIVE SERVICES – MONTHLY HR REPORT

JANUARY 2014

#### VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2014 HRS	FY 2014 SALARY
80	30	LEGAL CLERK	\$11.86	1950	\$23,127.00	2122.5	\$25,172.85
80	30	LEGAL CLERK	\$11.86	1950	\$23,127.00	2122.5	\$25,172.85
80	30	PT LEGAL CLERK	\$11.86	1040	\$12,334.40	1132	\$13,425.52
80	40	CLERK	\$11.86	1950	\$23,127.00	2122.5	\$25,172.85
80	40	DEP SHERIFF-PATROL COURT SERVICES	\$21.34	2080	\$44,387.20	2264	\$48,313.76
80	51	OFCR	\$19.28	1950	\$37,596.00	2122.5	\$40,921.80
80	77	ASSOCIATE PLANNER	\$18.38	1950	\$35,841.00	2122.5	\$39,011.55
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	140	CORRECTIONAL OFCR	\$18.85	2080	\$39,208.00	2264	\$42,676.40
80	140	MCO	\$11.86	2080	\$24,668.80	2264	\$26,851.04
850	111	BUS SYS ANALYST	\$24.45	1950	\$47,677.50	2122.5	\$51,895.13
-- TOTAL --			\$199.30		\$389,509.90		\$423,966.55

#### UNEMPLOYMENT REPORT

##### Notice of Claims received – 3 total

3 – Nursing Home

##### Employer Protests Filed – 7 total

6 – Nursing Home

1 - Corrections

##### Benefit Determinations – 8 total

3 – Nursing Home denied

3 – RPC denied

1 – Head Start denied

1 – Head Start approved

### **PAYROLL REPORT**

#### **JANUARY PAYROLL INFORMATION**

	1/10/2014		1/24/2014	
	EE's		EE's	
Pay Group	Paid	Total Payroll \$\$	Paid	Total Payroll \$\$
General Corp	486	\$966,617.42	502	\$897,574.05
Nursing Home	193	\$246,220.18	205	\$233,080.83
RPC/Head Start	210	\$271,387.12	213	\$274,545.29
Total	889	\$1,484,224.72	920	\$1,405,200.17

### **HEALTH INSURANCE/BENEFITS REPORT**

#### **January, 2014**

Total Number of Employees Enrolled: 724

General County Union:

Single 214; EE+spouse 29; EE+child(ren) 62; Family 34; waived 39

Nursing Home Union:

Single 68; EE+spouse 6; EE+child(ren)8; Family 1; waived 7

Non-bargaining employees:

Single 125; EE+spouse 30; EE+child(ren) 27; Family 22; waived 52

Life Insurance Premium paid by County: \$1,850.68

Health Insurance Premium paid by County: \$355,390.10

Health Reimbursement Account contribution paid by County: \$20,280.00

### **TURNOVER REPORT**

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

January 2014 : 6.39%

January 2014 : 2 out of 567 Employees left Champaign County

### **WORKERS' COMPENSATION REPORT**

Entire County Report	January 2014	January 2013
New Claims 1/1 – 1/31	5	0
Closed Claims 1/1 – 1/31	5	17
Open Claims	38	18
(Ongoing #, total number of open claims as of 1/31)		

Year to Date Total (Ongoing #, total number of open claims)

January 2013	7
January 2014	10

**EEO REPORT**

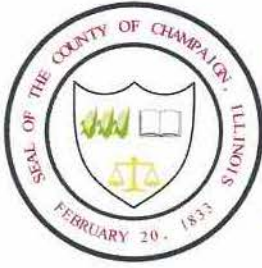
Information provided based on EEO Tracking forms submitted by Applicant. Figures are for General County only.

January EEO Report - General County Only	Correctional Officer (CCSO)	Legal Secretary (State's Attorney)	January - TOTALS
Total Applicants Applied	325	96	421
Male	245	7	252
Female	78	88	166
Undisclosed	2	1	3
Caucasian	209	66	275
African-American	71	19	90
Asian or Pacific Islander	4	4	8
Hispanic	35	5	40
Native American or Alaskan Native	2	1	3
Two of more races	4	1	5
Undisclosed	0	0	0
Veteran Status	64	4	68
Disability	1	2	3

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	8	Meetings Staffed	7	Minutes Posted	8
Appointments Posted	16	Notification of Appointment	1	Contracts Posted	1
Calendars Posted	6	Resolutions Prepared	11	Ordinances Prepared	1





## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Deb Busey, County Administrator**

### **MEMORANDUM**

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments,  
and MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, County Administrator**

**DATE: February 4, 2014**

**RE: Approval of Updated Intergovernmental Agreement Providing for the  
Creation of the Champaign County Geographic Information System  
Consortium**

The Champaign County Geographic Information System (GIS) Consortium was first created in 2002 by Intergovernmental Agreement of the County of Champaign, City of Urbana, City of Champaign, University of Illinois, Village of Rantoul, Village of Mahomet, and Village of Savoy.

Over the last eighteen months, it became clear to the Policy Committee of the GIS Consortium that the Intergovernmental Agreement had become outdated, primarily because of changes in operation, and the resulting impact regarding Open Meetings Act and Freedom of Information Act requirements. To ensure the accuracy of the Agreement, the Policy Committee directed that changes be made and reviewed by legal counsel of each of the member agencies for concurrence in accurately reflecting statutory requirements and current operating principles for the Consortium.

That legal review was completed in December 2013, and the Policy Committee of the GIS Consortium has approved the attached Intergovernmental Agreement pursuant to that review. The summary of the actual changes to the Agreement are documented on the attached Memo that was provided to the GIS Policy Committee at their January 2014 meeting.

Each member agency is now required to adopt the new Intergovernmental Agreement, which is the reason it is presented to you at this time.

If you have any questions or concerns regarding the Agreement, please feel free to contact me.

Thank you for your consideration of this item.



Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy

To: CCGISC Policy Committee  
From: Leanne Brehob-Riley, GIS Director  
Date: January 10, 2014  
Re: Adoption of CCGISC Intergovernmental Agreement

---

### **CCGISC Intergovernmental Agreement (IGA) Revisions**

Revisions to the CCGISC Intergovernmental Agreement were proposed in an effort to clarify the function of technical advisors and resolve the issue of technical meetings without sufficient representation by Consortium members to meet quorum. With the assistance of Barb Mann, Chief of the Civil Division for the Champaign County State's Attorney's Office, a consensus among the legal representatives was reached in late December. Language changes proposed by legal counsel relate to the role of technical advisors, the Freedom of Information Act (FOIA) and data disclosure to non-member agencies.

The proposed language changes are found below:

Strikethrough = Deleted Language, Grey Highlight = Added Language

#### **Section 4g**

~~Open Meetings Act. The Policy Committee shall adhere to the requirements of the state's Open Meetings Act.~~

#### **Section 5j**

~~Technical Advisory Groups. The GIS Director may create or utilize such technical advisors as the Director deems necessary. The Policy Committee Members may make suggestions to the GIS Director as to who may be qualified to assist the Director in making recommendations to the Policy Committee concerning technical matters. These representatives shall work with the GIS Director on specific projects as needed.~~

#### **Section 5j (previously 5k)**

~~Role of the Technical Advisory Groups Consortium Director.~~ The GIS Consortium Director, with input from the Technical Advisory Groups such member agency representatives as the Director may elect to utilize, shall make recommendations to the Policy Committee concerning:

- 1) Hardware requirements;
- 2) Software requirements;
- 3) Networking;
- 4) Data Standards;
- 5) Development/Prioritization of the Work Plan;
- 6) Other aspects of the GIS as requested by the Policy Committee.

#### Section 7j

Providing staff support, including the recording and distribution of minutes for the Consortium Policy Committee. ~~and Technical Advisory Groups, and bringing policy/technical issues to the committee/advisory groups as appropriate.~~

#### Section 8b

Designate ~~Provide original~~ (1) person to serve as an active voting representative on the Policy Committee;

#### Section 8c

~~Provide (1) staff person to serve as the primary representative for the Technical Advisory Groups.~~

#### Section 10c

Freedom of Information Act (FOIA) Requests. ~~Unless the GIS data request is for data that has become Consortium-owned data, the lead agency shall refer any FOIA request for Member data to the Member's representative of the Policy Committee for a response.~~ In the event that the Consortium receives a FOIA request which seeks data owned by a Member, the Consortium shall respond to the said FOIA in accordance with FOIA, and notify the appropriate Policy Committee representatives of FOIA request and response.

#### Section 10d

Other Disclosures to Non-Members.

1. Information protocols will allow disclosure of data in GIS to third Parties required by federal or state statute (such as the Freedom of Information Act), local ordinance or contract predating the agreement, or court order (including a judicial subpoena). ~~The Consortium shall notify the appropriate Policy Committee representatives of the disclosure.~~
2. Information protocols will allow disclosure of data in GIS to third Parties to the extent necessary to maintain GIS and related systems, and to perform law enforcement and investigatory functions, prosecution, and defense of criminal cases, defense of civil claims, and coordination with other government agencies (such as DCFS and the Attorney General).
3. ~~Any limits on disclosure of GIS data to third Parties will apply only to information which is not already in control of that government agency.~~
3. Additional guidelines are documented in the Champaign County GIS Consortium Digital Data Policy.



**INTERGOVERNMENTAL AGREEMENT**  
*PROVIDING FOR THE CREATION OF THE*  
**CHAMPAIGN COUNTY**  
**GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**

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## INTERGOVERNMENTAL AGREEMENT PROVIDING FOR THE CREATION OF THE CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

THIS AGREEMENT is made and entered by and between Champaign County, the City of Champaign, the City of Urbana, the Board of Trustees of the University of Illinois, the Village of Rantoul, the Village of Savoy, and the Village of Mahomet, all with offices in Champaign County, Illinois, and collectively referred to as "Parties".

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the Parties here to enter into agreements among themselves and provide authority for intergovernmental cooperation; and,

WHEREAS, the Parties find it to be in the best interest of Champaign County, the City of Champaign, the City of Urbana, the University of Illinois, the Village of Rantoul, the Village of Savoy, and the Village of Mahomet to develop and operate a coordinated countywide geographic information system; and,

WHEREAS, the Parties are committed to the principles of intergovernmental cooperation; and,

WHEREAS, the Parties desire to operate such a system in the most cost effective and efficient manner; and,

WHEREAS, in order to develop and operate a coordinated countywide geographic information system, it is necessary to establish a geographic information system consortium; and,

WHEREAS, the mission of such a consortium is to develop, provide, and operate a coordinated countywide geographic information system for the purpose of providing geographic information at a reasonable cost in the best interest of all the constituents and citizens of the respective entities; and,

WHEREAS, it is necessary to provide for operations and joint funding of a geographic information system consortium; and,

WHEREAS, the Parties desire that the system be operated and managed with clear lines of authority for implementing policies to achieve the mission and goals of a geographic information consortium as set forth and as articulated from time to time by the Parties; and,

WHEREAS, the Parties have recently supported, and continue to support, the fee authorized by 55 ILCS 5/3-5018 P.A. 91-0791, in order to defray the cost of implementing and maintaining a geographic information system.

NOW, THEREFORE, the Parties agree as follows:

### **SECTION 1. DEFINITIONS**

- a) "Consortium" means the Champaign County Geographic Information System Consortium, consisting of the members, equipment, personnel, and data established by and operating pursuant to this Agreement and created to perform the tasks necessary to establish and maintain the countywide Geographic Information System.

- b) "Consortium Director" is an employee of the Lead Agency charged by the Lead Agency with the responsibility of administering, supervising, managing and directing the activities and employees assigned to the Consortium in order to successfully operate the GIS.
- c) "Consortium Staff" means staff of the Lead Agency who are assigned work on Consortium activities under the direction of the Consortium Director.
- d) "Data" means information in a form suitable for storing and processing by a computer or computer system.
- e) "GIS" means geographic information system. A GIS is a system of hardware, software, and data used for storage, retrieval, mapping, and analysis of geographic data.
- f) "Good standing" means the member is not delinquent on any financial obligations to the Consortium.
- g) "Lead Agency" means the party designated by the members, pursuant to this Agreement as the party having overall responsibility for Consortium operations on an ongoing basis in accordance with the policies established by the Policy Committee and this Agreement.
- h) "Members" mean County of Champaign, Illinois; the City of Champaign, Illinois; the City of Urbana, Illinois; the University of Illinois at Urbana-Champaign; the Village of Rantoul, Illinois; the Village of Savoy, Illinois; and the Village of Mahomet, Illinois; and such other members who become signatories to the Agreement.
- i) "Party (or Member) in Good Standing" means a member that has not delivered a notice of its intent to withdraw from this Agreement or for which the Policy Committee has not issued a notice of payment default.
- j) "Policy Committee" means the body created by this Agreement to approve the budget for the Consortium, to develop cooperative approaches regarding countywide GIS and the concerns of each party, and to perform such other functions as are set forth in this Agreement.

## **SECTION 2. CONSORTIUM CREATED**

- a) The Parties hereby create the Champaign County Geographic Information System Consortium, an undertaking to operate a countywide geographic information system. The Consortium is created to develop and operate a coordinated countywide geographic information system. Service from Consortium and access to Consortium services shall be in accordance with this Agreement.
- b) The Consortium shall be a unit of the Lead Agency, subject to the Lead Agency's policies and procedures, except as otherwise specified in the Agreement. The Parties hereby authorize and direct the Lead Agency to operate pursuant to this Agreement, and the Lead Agency hereby agrees to operate pursuant to this Agreement.

### **SECTION 3. CONSORTIUM MISSION**

The mission of the Consortium and its Members is to:

- a) Lead development effort for acquisition of data;
- b) Act as a data repository/custodian;
- c) Establish standards for content, quality, and structure of repository data;
- d) Host data on server accessible to all Members;
- e) Provide all Members access to data;
- f) Establish and maintain metadata for data held in the repository;
- g) Provide computer system administration and ongoing system support, upgrades, and maintenance for Consortium-controlled assets;
- h) Provide services to Members in accord with a work plan approved by the Policy Committee;
- i) Promote use of the GIS county wide by contributing data and utilizing the GIS;
- j) Establish operational, administrative, and procedural policy as related to the GIS system operations, data standards, and data distribution.

### **SECTION 4. POLICY COMMITTEE CREATED**

The Policy Committee is hereby created in accordance with the following provisions:

- a) Membership. The Policy Committee shall be comprised of one (1) representative to be designated by the Chancellor of the University and by the Chief Administrative Officer of other Members. The designation shall be made in writing and sent to the Chancellor and the Chief Administrative Officer of the other Members. These shall be voting representatives.
- b) Voting. In those matters required by this Agreement to be decided by the Policy Committee, unless otherwise specified in this Agreement, the proposition voted upon shall not be considered approved unless it receives an affirmative vote from at least a majority or such greater percentage vote specified of all representatives of the Policy Committee Members in good standing.
- c) Quorum. A quorum shall consist of a majority of voting representatives of the Policy Committee Members in good standing.
- d) Unanimous Vote. In those matters required by this Agreement to be decided by a unanimous vote of the Policy Committee, a proposition shall not be considered adopted unless it receives an affirmative vote from the voting representative of each and every Member that is in good standing at the time of the vote.
- e) Representative's Substitute. A Member's designated representative to the Policy Committee may select a designated voting representative to serve in the designated representative's absence.



- f) Regularity of Meetings. The Policy Committee shall meet at least quarterly. Other meetings may be called at the request of the Policy Committee Chair or any two (2) of the voting Members' representatives on the Policy Committee.

## **SECTION 5. POLICY COMMITTEE FUNCTIONS AND RESPONSIBILITIES**

The Policy Committee shall have the following functions and responsibilities:

- a) Mission/By-Laws/Committees. The Policy Committee shall have the authority to adopt a mission statement, to enact procedural by-laws governing or directing the activities of the Consortium, provided such mission statement and by-laws do not conflict with the terms of this Agreement, and to create such committees as it deems advisable.
- b) Officers. The Policy Committee shall elect a Chair and such officers as it deems advisable from among the voting representatives of the Members, said election to occur every two (2) years in June, or whenever a vacancy in office occurs.
- c) General Responsibilities. The Policy Committee is responsible for approving: policy, priorities, budget, work plan, and technical standards.
- d) Budget.
- i. The Policy Committee shall, by 3/4 affirmative vote including the vote of the County:
    - 1) annually approve Consortium's budget; and
    - 2) approve amendments to said budget and expenditures as from time to time deemed necessary by the Parties.
  - ii. The tentative budget for each year shall be submitted by the lead agency to the Policy Committee during July of each year.
  - iii. Unless a new budget is approved by January 1st of any year, the last previously approved budget shall continue from year to year.
  - iv. The format of the budget shall conform to the format of the Lead Agency's budget unless otherwise directed by 3/4 vote, including the vote of the County, vote of the Policy Committee.
- e) Funding Formula. The Policy Committee shall annually on or before July 1 of each year, by a unanimous vote, approve the funding formula to determine the Parties' share of expenses for Consortium operations, provided, however, that the most recently approved cost-sharing formula shall continue unless amended by the unanimous vote of the Parties.
- f) Intergovernmental Agreement. The Policy Committee may approve contracts with other governmental entities to provide some or all of Consortium services on a contractual basis.

- g) Purchases. The Policy Committee may approve contracts for the purchase of goods or services with units of federal, state and local units of government, private corporations, not-for-profit organizations, partners and individuals. All such purchases shall be made in accordance with the purchasing policies of the Lead Agency.
- h) Gifts. The Policy Committee may approve the receipt by the Consortium of grants, loans, gifts, bequests, funding, in-kind services from federal, state and local units of government, and from public and private sources.
- i) Lead Agency. The Policy Committee may redesignate the Lead Agency by at least a three fourths (3/4) affirmative vote of all Members, provided that no Members shall be designated Lead Agency without its consent, and provided further that, unless the Parties agree otherwise, no change in the Lead Agency shall take place without at least one hundred and eighty (180) days' prior notice prior to the beginning of the next fiscal year of the current Lead Agency.
- j) Role of the Consortium Director. The Consortium Director, with input from such member agency representatives as the Director may elect to utilize, shall make recommendations to the Policy Committee concerning:
  - 1) Hardware requirements;
  - 2) Software requirements;
  - 3) Networking;
  - 4) Data Standards;
  - 5) Development/Prioritization of the Work Plan;
  - 6) Other aspects of the GIS as requested by the Policy Committee.
- k) Data Fee Policies. The Policy Committee shall have the authority to adopt data policies referred to in Section 10 and a fee schedule by a unanimous vote.

## **SECTION 6. LEAD AGENCY DESIGNATED**

The Lead Agency shall be Champaign County.

## **SECTION 7. LEAD AGENCY DUTIES**

The Lead Agency shall be responsible for, and is hereby empowered to take, all actions to support the overall operation of Consortium and its affairs in accordance with this Agreement and the mission, goals and objectives approved by the Policy Committee. These duties include, but are not limited to:

- a) Employing and supervising all personnel assigned to the Consortium in accordance with the Lead Agency's policies and procedures, including, but not limited to, hiring, firing, disciplining, establishing incentives, benefits, negotiations with unions, and all other employment decisions.
- b) Directing the management and supervision of all employees assigned to Consortium duties in accordance with the policies and procedures of the Lead Agency.
- c) Incurring and paying, on the behalf of the Members and in accordance with this Agreement and Consortium's approved budget, all Consortium expenses.

- d) Entering into all contracts, lease and procurement agreements in accordance with this Agreement, the approved budget, and the policies and procedures of the Lead Agency.
- e) Expending funds in accordance with the Consortium's approved budget. Purchasing shall be conducted in accordance with the Consortium approved budget and the purchasing policies and procedures of the Lead Agency.
- f) Providing all personnel administration, financial support staff, insurance, legal advice and management support and services in accordance with this Agreement and the approved Consortium budget and the policies and procedures of the Lead Agency.
- g) Billing and collecting from each member its share of the cost of Consortium's operations as provided in this Agreement and the approved annual budget and work plan of Consortium.
- h) Overseeing the establishment and implementation of policies and procedures at the Consortium staff level to implement the mission, goals, and work plan of the Consortium.
- i) Developing a proposed annual budget and work plan and administering the approved budget, expenditures, and work plan in accordance with this Agreement.
- j) Providing staff support, including the recording and distribution of minutes for the Consortium Policy Committee.
- k) Providing necessary office space, furnishings, equipment, hardware, software, and technical support for the Consortium to operate.
- l) Providing generally for the audit, accounting for, receipt, and custody of consortium funds.

The Lead Agency shall be entitled to reimbursement for the costs it incurs in performing these functions, which costs shall be included in Consortium's budget, as amended from time to time in accordance with this Agreement. The formula for cost reimbursement shall be established as part of the funding formula.

## **SECTION 8. MEMBER RESPONSIBILITIES**

Each Member shall:

- a) Utilize the Consortium GIS only in accordance with Consortium policies;
- b) Designate (1) person to serve as an active voting representative on the Policy Committee;
- c) Provide original data and data updates on a regular or as needed basis to Consortium in order to maintain the master GIS dataset as required by Consortium policy;
- d) Distribute Consortium data to non-members only in accordance with the adopted Consortium data distribution policy.
- e) Retain legal responsibility and liability, if any, for the quality of the data that it provides.
- f) Retain ownership of the data that it provides.



- g) Be responsible for providing and maintaining its own GIS equipment, software, and GIS-related items.
- h) Be responsible for contributing to the Consortium budget and expenses based on a cost-sharing formula established from time to time by the Members.

## **SECTION 9. FINANCES**

- a) Contributions. Each party shall be responsible for contributing to the Consortium budget and expenses based on a cost-sharing formula established from time to time by the Members. Any change in the formula may be made by a unanimous vote of the Policy Committee. The initial approved cost-sharing formula is attached in Appendix A. The most recently approved cost-sharing formula shall continue unless amended by unanimous vote of the Parties.
- b) Records. The Lead Agency shall maintain financial records regarding Consortium operations and finances in accordance with generally accepted governmental accounting standards, which records shall be available at the Lead Agency's finance offices for inspection by any of the Parties during regular business hours.
- c) Invoices. The Lead Agency shall invoice each Member on the first day of each quarter for the next quarter's service for its share of Consortium costs based on the approved cost sharing formula
- d) Payment. Members shall pay said bills within thirty (30) days of receipt of an invoice for the same.
- e) Audit. Consortium financial records shall be audited on an annual basis by the outside accountant used by the Lead Agency for its other audits and the cost of such audit shall be considered an operating expense of Consortium.
- f) University. All commitments by the University are subject to constitutional and statutory restrictions and limitations binding upon the University and to the availability of funds which may be lawfully applied thereto.
- g) Fiscal Year. Consortium's fiscal year shall follow the fiscal year of the Lead Agency.

## **SECTION 10. CONSORTIUM DATA POLICIES**

- a) Policies and Procedure.
  - 1. The Policy Committee shall develop and approve policies and procedures on the following topics:
    - Data distribution or disclosure to Consortium Members
    - Data distribution or disclosure to non-members, including policies to protect the privacy of individuals
    - Data sales
    - Data licensing
    - Freedom of Information requests
    - Data security
    - Public Internet data distribution

2. The policies and procedures shall be consistent with this Agreement.
3. Individual Consortium Members shall release or sell GIS data only consistent with the policies and procedures developed under this Agreement.

b) Ownership.

1. Data supplied by individual Members shall continue to be owned by the individual Member, but may be utilized by the Consortium for Consortium purposes consistent with this Agreement and the policies and procedures developed under the authority of the Agreement.
2. The Consortium shall own GIS data which the Consortium develops through processing or altering of the original configuration of the data by the Consortium software.
3. Any Member has the right to refuse to provide data to GIS if required by federal or state statute, court order, or local ordinance or contract predating this Agreement, and to the limited extent necessary to preserve or recognize any statutory or common law privilege.

c) Freedom of Information Act (FOIA) Requests. In the event that the Consortium receives a FOIA request which seeks data owned by a Member, the Consortium shall respond to the said FOIA in accordance with FOIA, and notify the appropriate Policy Committee representatives of FOIA request and response.

d) Other Disclosures to Non-Members.

1. Information protocols will allow disclosure of data in GIS to third Parties required by federal or state statute (such as the Freedom of Information Act), local ordinance or contract predating the agreement, or court order (including a judicial subpoena). The Consortium shall notify the appropriate Policy Committee representatives of the disclosure.
2. Information protocols will allow disclosure of data in GIS to third Parties to the extent necessary to maintain GIS and related systems, and to perform law enforcement and investigatory functions, prosecution, and defense of criminal cases, defense of civil claims, and coordination with other government agencies (such as DCFS and the Attorney General).
3. Additional guidelines are documented in the Champaign County GIS Consortium Digital Data Policy.

## **SECTION 11. TERMINATION BY PARTIES**

- a) Withdrawal. A party may terminate its participation in this Agreement as of July 1 of any year by giving written notice to each of the other Parties. Such notice shall be given prior to December 31 of the year before the desired termination date.
- b) Failure to Budget. Notwithstanding any provision of this Agreement to the contrary, a Member may withdraw by giving prior written notice thirty (30) days in advance to each of the other Parties indicating its intent to terminate its participation in this Agreement as of the end of the month following the expiration of such thirty (30) days, provided, however, withdrawal under this section can only be invoked if the corporate authorities of such Member, or the legislature in the case of the University, have failed or refused to authorize, appropriate or budget the funds necessary to pay such Member's share of the costs, as such costs are determined by the Policy Committee pursuant to this Agreement. Each party will utilize its best efforts to appropriate and budget sufficient funds to meet its obligations under this Agreement in full.
- c) Default. If a party to this Agreement is in default of its payment obligations, the Policy Committee may so declare and terminate GIS services to that Member thirty (30) days after the date of mailing of notice of default and termination of services to the defaulting party, unless the defaulting party cures the default in full prior to the expiration of the thirty (30) days set forth in the notice. The notice of the default declared by the Policy Committee shall be issued by the Lead Agency. The defaulting party shall continue to be responsible to pay its assigned share of the cost of Consortium as determined in accordance with this Agreement for the ensuing nine (9) months following the termination of GIS services. If the defaulting party, within the nine (9) month period, pays all amounts due and the costs incurred by the Consortium in updating the information in relevant databases, GIS services to the party shall be reinstated.
- d) Data Developed Prior to Withdrawal. A party terminating its participation in this Agreement shall have the right to one (1) electronic copy of the data developed prior to the first occurring of these dates: the date of Member termination or date of Member default.

## **SECTION 12. DISSOLUTION**

It is the intent of the Parties to maintain Consortium as a continuing operation. However, should any of the Parties elect to withdraw its participation in and support of Consortium, then Consortium may continue in operation for the benefit of the remaining Parties if a minimum of two (2) of the Parties elect to continue their participation.

## **SECTION 13. EQUIPMENT; USE AND OWNERSHIP; LOAN EQUIPMENT**

All equipment purchased for Consortium shall be purchased, utilized and disposed of by the Lead Agency and held in trust for Consortium use. It shall be recorded and identified by the Lead Agency as Consortium Agreement property, separate from other Lead Agency property. Prior to dissolution of Consortium, all proceeds from the sale of any Consortium Agreement property or data shall be devoted solely to the operation of Consortium. In the case of a change in Lead Agency, Consortium property shall be transferred with the Lead Agency function to the new Lead Agency.

Any Member agency may, with approval of the Policy Committee, loan property or equipment to the Lead Agency for the use of Consortium. Such property shall continue to be owned by the member agency, and the Lead Agency shall keep written records of such loaned equipment. If the party owning the loaned equipment wishes to withdraw it from Consortium service, that party may do so provided that, if in the opinion of the Consortium Director, the property is essential to Consortium and requires replacement to ensure consistency and proper functioning of Consortium, then such loaned equipment shall be withdrawn only after providing a reasonable notice of withdrawal to the other Parties.

#### **SECTION 14. RIGHTS OF TERMINATING PARTY TO CONSORTIUM ASSETS**

A party terminating its participation in this Agreement shall continue to maintain its financial interest in all equipment purchased for the Consortium operation prior to the date of that member's termination. Such equipment or proceeds derived from the disposition of the equipment shall continue to be used for the continued operation of Consortium until Consortium is dissolved.

#### **SECTION 15. DISPOSITION OF CONSORTIUM ASSETS UPON DISSOLUTION**

Upon dissolution of Consortium, all assets held in trust by the Lead Agency on behalf of the Parties of this Agreement will be sold and the proceeds, after deducting all costs of sales and any unpaid obligations relating to such assets or operating expenses of Consortium, shall be divided among all Parties to this Agreement in accordance with the proportion that the amount of funding of that party bears to the total during the period of time from the effective date of this Agreement until the date that Consortium is dissolved. Any one (1) or more of the Parties shall have the right to purchase such assets at their fair market value prior to any public sale. Such fair market value shall be determined by unanimous vote of the Policy Committee. If more than one (1) party wishes to purchase such assets or a particular asset for the fair market value, the matter will be decided by lot.

#### **SECTION 16. INSURANCE**

The Lead Agency shall procure and maintain, during the term of this Agreement or any extension thereof, sufficient property insurance to cover the replacement value of the Consortium equipment and all equipment loaned to Consortium, against all direct loss or damage. The cost of any such insurance shall be a cost of operating Consortium, to be borne by the Parties hereto in the same manner as other costs in accordance with this Agreement. The Lead Agency shall procure and maintain liability and worker's compensation insurance for Consortium operations in accordance with insurance purchase standards for its other operating departments. The insurance shall name each member agency as additional insured under the liability policy procured.

#### **SECTION 17. LIMITATIONS OF PERSONNEL**

No employee shall have authority to commit, obligate or bind any party hereto to any contract or obligation unless specifically authorized by said party, except as provided for in this Agreement.



#### **SECTION 18. AMENDMENTS**

This Agreement may be amended in writing at any time by mutual agreement of all of the Parties to the Agreement. Amendments shall refer back to this Agreement and to subsequent amendments, if any, on the same subject and shall specify the language to be changed or to be added. The execution of any amendment shall be authorized by passage of an appropriate ordinance or other proper and lawful corporate action by the corporate authorities of each party.

#### **SECTION 19. ADDITIONAL MEMBERS**

New members may only be added to Consortium by a unanimous vote of the Policy Committee. New members shall pay an initial capital and data development fee equivalent to a pro-rata share of the capital/data development costs incurred by Consortium for providing existing service. New members shall agree to pay monthly fees in accordance with the funding formula.

New members shall agree in writing to all the terms of this Agreement before membership becomes effective.

#### **SECTION 20. EFFECTIVE DATE**

This Agreement shall be effective as to each member on the date such member executed the Agreement.

#### **SECTION 21. NOTICES**

Notices hereunder shall be provided personally or by first class mail to the Chancellor of the University and to the Chief Administrative Officer of each party and to the attorney representing each party. The date of the notice shall be the third day after the date of mailing of notice is provided by mail. If the notice is provided by personal delivery, the date of personal delivery is the date of the notice.

#### **SECTION 22. COUNTERPARTS**

This Agreement may be signed in several counterparts, each of which shall be considered an originally executed agreement for all purposes.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals to this Agreement as of the dates below indicated.

**CITY OF CHAMPAIGN**

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**CITY OF URBANA**

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**COUNTY OF CHAMPAIGN**

By: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
State's Attorney



**THE BOARD OF TRUSTEES OF THE  
UNIVERSITY OF ILLINOIS**

By: \_\_\_\_\_  
Comptroller

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Executive Director, Facilities and Services

APPROVED AS TO FORM:

\_\_\_\_\_  
Campus Legal Counsel

**VILLAGE OF MAHOMET**

By: \_\_\_\_\_  
Village President

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Village Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

**VILLAGE OF RANTOUL**

By: \_\_\_\_\_  
Village President

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Village Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

**VILLAGE OF SAVOY**

By: \_\_\_\_\_  
Village President

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Village Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

ACKNOWLEDGED BY:

**CHAMPAIGN COUNTY RECORDER**

By: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGED BY:

**CHAMPAIGN COUNTY**

By: \_\_\_\_\_

Date: \_\_\_\_\_



# **APPENDIX A**

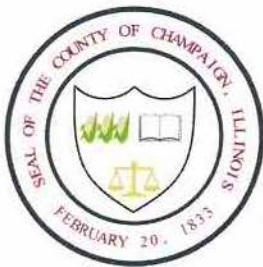
## CHAMPAIGN COUNTY GIS CONSORTIUM AGREEMENT PROPOSED ATTACHMENT A

GIS Consortium Member	Population 2000 Census	Fiscal Year 2003 7/1/02 - 6/30/03				Fiscal Year 2004 7/1/03 - 6/30/04			
		Base	Per Capita Rate	Per Capita	Total	Base	Per Capita Rate	Per Capita	Total
Champaign County	37,072	\$200,000.00			\$200,000.00	\$200,000.00			\$200,000.00
Champaign	67,518	\$5,000.00	\$0.27	\$18,229.86	\$23,229.86	\$5,000.00	\$0.56	\$37,810.08	\$42,810.08
Urbana	36,395	\$5,000.00	\$0.27	\$9,826.65	\$14,826.65	\$5,000.00	\$0.56	\$20,381.20	\$25,381.20
Rantoul	12,857	\$5,000.00	\$0.27	\$3,471.39	\$8,471.39	\$5,000.00	\$0.56	\$7,199.92	\$12,199.92
Mahomet	4,877	\$5,000.00	\$0.27	\$1,316.79	\$6,316.79	\$5,000.00	\$0.56	\$2,731.12	\$7,731.12
Savoy	4,476	\$5,000.00	\$0.27	\$1,208.52	\$6,208.52	\$5,000.00	\$0.56	\$2,506.56	\$7,506.56
University of Illinois		\$25,000.00			\$25,000.00	\$25,000.00			\$25,000.00
Total		\$250,000.00		\$34,053.21	\$284,053.21	\$250,000.00		\$70,628.88	\$320,628.88

The first two year's budget reflects phased costs of bringing the system online. Future budgets are expected to remain near the \$300,000 level, plus annual inflation.

Initial Projections have the per capita rate reducing to \$.48 in the third year.

The per capita would be set each year based upon the budget and expected contributors. For instance, if additional entities join the consortium, the per capita amount would be reduced by the added base amounts received.



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Deb Busey, County Administrator**

### **MEMORANDUM**

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments,  
and MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, County Administrator**

**DATE: January 25, 2014**

**RE: Approval of Second Additional Renewal Year for Consulting Agreement  
with Gallagher Benefit Services**

### **ISSUE:**

In March 2011, the County Board approved a Consulting Agreement with Gallagher Benefit Services, Inc. to provide employee benefits consulting services for a term of 24 months, through April 1, 2013, which agreement gave the client the option of renewing the relationship for up to three additional one-year terms, renewable one term at a time. The first annual renewal option was adopted by the County Board on February 21, 2013. This recommendation is to enact the second one-year renewal option with Gallagher Benefit Services, to allow them to continue providing benefits consulting services through April 1, 2015.

### **ANALYSIS:**

Over the three-year period the County has worked with Gallagher Benefit Services, we have gained the following benefits from the relationship:

1. We have established a Labor Management Health Insurance Committee, and our broker through Gallagher – John Malachowski – has been instrumental in providing educational presentations to the members of the Committee.
2. John Malachowski, through the resources of Gallagher Benefit Services, has brought formulaic analysis of statistical information provided by Health Alliance Medical Plans (HAMP) in the annual renewal process, and is fully able to understand and interpret that statistical information. This has resulted in a better overall base understanding of health insurance costs by the members of the Health Insurance Committee, and has also resulted in an ability to challenge some of the information presented by HAMP, resulting in their making some corrections/edits to that information resulting in improved premium proposals.
3. Other services required by the Consulting Agreement have been met to the complete satisfaction of the County, and in many areas in an exemplary manner.

4. The County's total health insurance cost increases under the assistance provided by Gallagher Benefit Services was:
  - a. 0.34% in FY2012;
  - b. 5.17% in FY2013;
  - c. 8.17% in FY2014 (approximately 3% of the increase being attributable to new Affordable Care Act Fees).These reflect annual increases that are below national and local trends and averages.
5. Working with John Malachowski, the Labor Management Health Insurance Committee is prepared to begin the consideration of recommending to the County Board moving to a self-funded Health Insurance Program.

For all of the above reasons, I recommend the County Board enact the option to renew this agreement for the second of three renewal years. The continuity of these services as we continue working with the Labor Management Health Insurance Committee, and in considering a transition to a self-funded health insurance option, is of great benefit to the County.

The fee proposed by Gallagher Benefit Services for this second renewal year is the same fee charged in FY2013 - \$50,000.

**OPTIONS AVAILABLE TO THE COUNTY BOARD**

1. Approve Second Renewal Year for Consulting Agreement with Gallagher Benefit Services for the period April 1, 2014 – March 31, 2015.
2. Direct an RFQ for Broker Services for Employee Benefits be prepared and released.

**RECOMMENDED ACTION:**

***The Policy, Personnel and Appointments Committee of the Whole recommends the approval of the Second Renewal Year for Consulting Agreement with Gallagher Benefit Services for the period April 1, 2014 – March 31, 2015 with a total annual fee in the amount of \$50,000.***

Thank you for your consideration of this recommendation. The Consulting Agreement Renewal with Gallagher Benefit Services, Inc. is attached for your information.

attachments

## **CONSULTING AGREEMENT**

This Consulting Agreement (this "Agreement") is made between Gallagher Benefit Services, Inc., a Delaware corporation ("GBS"), and Champaign County (the "Client").

The Client wishes to enter into a consulting relationship with GBS with the terms and conditions set forth in this Agreement, and GBS is willing to accept such a consulting relationship.

In consideration of and in reliance upon the previous paragraph and the terms and conditions contained in this Agreement, the Client and GBS agree as follows:

### **1. Engagement**

The Client engages GBS as an employee benefits consultant as stated in this Agreement and GBS accepts this engagement. During the time that GBS is performing services for the Client under this Agreement, and for all purposes outlined in this document, GBS' status will be that of an independent contractor of the Client.

### **2. Term and Termination**

The Effective Date of this Agreement is **April 1, 2014**. The term of GBS' engagement under this Agreement (the "Consulting Period") will begin as of the Effective Date and will remain in effect for twelve (12) months from the Effective Date, with options for two additional renewal years. The client shall have the option of renewing the relationship for up to two additional one-year terms, renewable one term at a time. The Client's decision to renew shall be provided to GBS at least ninety (90) days prior to the termination of the then current term, to allow the parties the opportunity to negotiate a fee for the renewal term.

Either party may terminate this Agreement by giving the other party at least thirty (30) days written notice of its intent to terminate. In the event such termination is effective during the Consulting Period (including any renewed Consulting Period), Client shall be responsible to GBS for any services performed prior to the date of termination and GBS shall be responsible to Client to continue to provide services in connection with the coverages placed with the carriers listed in Section 4 below until the date of termination of this Agreement.

### **3. Services**

GBS will provide employee benefits management consulting services to the Client and consult with its employees, representatives, agents and contractors as to such matters as more fully described in Exhibit A attached to this Agreement and incorporated herein. GBS will perform other services as the Client and GBS mutually agree in writing.

### **4. Compensation**

Subject to any changes as may be mutually agreed by the parties, GBS will receive, as compensation for its services under this Agreement, an initial fee in the amount of \$50,000.00 for services rendered from the Effective Date of this agreement through March 31, 2015.

In the event an insurance company cancels or refuses to renew an insurance coverage that had been placed by GBS, on behalf of the Client, GBS will use its best efforts to obtain appropriate replacement coverage from another insurance company.



(a) GBS Is Not a Fiduciary Under ERISA. To the extent that one or more of the Client's employee benefit plans are subject to the Employee Retirement Income Security Act, as amended (ERISA) and in spite of any other provision of this Agreement to the contrary, the parties agree and acknowledge that:

(i) GBS' services under this Agreement are not intended in any way to impose on GBS or any of its affiliates a fiduciary status under the Employee Retirement Income Security Act of 1974, as amended ("ERISA") ; and

(ii) this Agreement does not provide GBS, and the Client will not cause or permit GBS to assume, without prior written consent of GBS, any:

(A) discretionary authority or discretionary control respecting management of any "employee benefit plan" within the meaning of Section 3(3) of ERISA (an "ERISA Plan"),

(B) authority or control respecting management or disposition of the assets of any ERISA Plan, or

(C) discretionary authority or discretionary responsibility in the administration of any ERISA Plan.

(b) Reliance. In the performance of its duties, GBS may rely upon, and will have no obligation to independently verify the accuracy, completeness, or authenticity of, any written instructions or information provided to GBS by the Client or its designated representatives and reasonably believed by GBS to be genuine and authorized by the Client.

(c) No Practice of Law. GBS will not be obligated to perform, and the Client will not request performance of, any services which may constitute unauthorized practice of law. The Client will be solely responsible for obtaining any legal advice, review or opinion as may be necessary to ensure that its own conduct and operations, including the engagement of GBS under the scope and terms as provided herein, conform in all respects with applicable State and Federal laws and regulations (including ERISA, the Internal Revenue Code, State and securities laws and implementing regulations) and, to the extent that the Client has foreign operations, any applicable foreign laws and regulations.

(d) Subcontractors. GBS may cause another person or entity, as a subcontractor of GBS, to provide some or all of the services required to be performed by GBS hereunder.

(e) Conflict of Interest. GBS' engagement under this Agreement will not prevent it from taking similar engagements with other clients who may be competitors of the Client. GBS will, nevertheless, exercise care and diligence to prevent any actions or conditions which could result in a conflict with Client's best interest.

(f) Acknowledgements. In connection with GBS' services under this Agreement, Client agrees that:

(i) Although GBS will apply its professional judgment to access those insurance companies it believes are best suited to insure the Client's risks, there can be no assurance that the insurance companies GBS has accessed are the only or are the best suited ones to insure the Client's risks.

(ii) Any compensation of the types described above and disclosed to it does not constitute a conflict of interest and the Client expressly waives any claims alleging any such conflict of interest.

(iii) The final decision to choose any insurance Client has been made by the Client in its sole and absolute discretion. The Client understands and agrees that GBS does not take risk, and that GBS does not guarantee the financial solvency or security of any insurance company.

(iv) The compensation payable to GBS is solely for the services set forth under this Agreement, including Exhibit A. Any additional administrative, claims representative or other services (collectively, "Additional Services") will be governed by the terms of a separate agreement covering the Additional Services.

(v) The Client is responsible for immediate payment of GBS' fees (if applicable) and payment of premiums for all insurance placed by GBS on Client's behalf. If any amount is not paid in full when due, including premium payments to insurance companies, that nonpayment will constitute a material breach of this Agreement that will allow GBS to immediately terminate this Agreement, at its option, without notice to the Client, and may allow a insurance company for the Client's risks to cancel any applicable policies in accordance with the terms of such policies.

## **5. Confidentiality**

(a) Client Information. GBS recognizes that certain confidential information may be furnished by the Client to GBS in connection with its services pursuant to this Agreement ("Confidential Information"). GBS agrees that it will disclose Confidential Information only to those who, in GBS' reasonable determination, have a need to know such information. Confidential Information will not include information that (i) is in the possession of GBS prior to its receipt of such information from the Client, (ii) is or becomes publicly available other than as a result of a breach of this Agreement by GBS, or (iii) is or can be independently acquired or developed by GBS without violating any of its obligations under this Agreement. However, disclosure by GBS of any Confidential Information pursuant to the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction, judicial or administrative agency or by a legislative body or committee will not constitute a violation of this Agreement.

(b) HIPAA Privacy. In spite of Sections 6(a) above, GBS and the Client will each comply with any prohibitions, restrictions, limitations, conditions, or other requirements to the extent they apply to them directly or indirectly pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulation concerning privacy of individually identifiable health information as set forth in 45 CFR Parts 160-164, as amended from time to time. Where required, the Client, as a representative of the health plans and GBS will enter into a separate Business Associate Agreement.

(c) Use of Names; Public Announcements. No party will use, in any commercial manner, the names, logos, trademarks or other intellectual property of the other party without its prior written consent. Except as may be required by law, no party will issue any press releases or make any public announcements of any kind regarding the relationship between the parties without the other party's prior consent.

## **6. Indemnification**

(a) GBS agrees to indemnify, defend, protect, save, and keep harmless Client from any and all loss, cost, damage, or exposure arising from the negligent acts or omissions of GBS.

(b) Client agrees to indemnify, defend, protect, save, and keep harmless GBS, its affiliates and subsidiaries, from any and all loss, cost, damage, or expense from:

(i) any financial obligation to pay premiums to any insurer, excess insurer, or reinsurer;

(ii) the legality or validity of the operations, organization, or structure of Client;  
and

(iii) the negligent acts or omissions of Client.

## **7. Notices**

Any notices, requests and other communications pursuant to this Agreement will be in writing and will be deemed to have been duly given, if delivered in person or by courier, telegraphed, or by facsimile transmission (provided that the sender received electronic confirmation of receipt by recipient) or sent by express, registered or certified mail, postage prepaid, addressed as follows:

If to the Client:           Champaign County  
                                  1776 E. Washington  
                                  Champaign, IL 61802  
                                  Attention: Debra Busey  
                                  217.384.3896

If to GBS:                   Gallagher Benefit Services, Inc.  
                                  101 S. Main Street, Ste. 200  
                                  Decatur, IL 62523  
                                  Attention: John Malachowski  
                                  Fax: 217.223.3332

Either party may, by written notice to the other, change the address to which notices to such party are to be delivered or mailed.

## **8. Miscellaneous**

(a) Severability. The various provisions and subprovisions of this Agreement are severable and if any provision or subprovision or part thereof is held to be unenforceable by any court of competent jurisdiction, then such enforceability will not affect the validity or enforceability of the remaining provisions or subprovisions or parts thereof in this Agreement.

(b) Entire Agreement; Amendment. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written, between the parties regarding the subject matter hereof. This Agreement may be modified or amended only by a written instrument executed by both parties.

(c) Governing Law., Rule of Construction. This Agreement will be construed, interpreted and enforced in accordance with the laws of the State of [state where Client is located] without giving effect to the choice of law principles thereof or any canon, custom or rule of law requiring construction against the drafter.

(d) Successors. This Agreement shall be binding upon and shall inure to the benefit of all assigns, transferees and successors in the interest of the parties hereto.

(e) Counterparts. This Agreement may be executed by the parties in several counterparts, each of which shall be deemed to be an original copy.

(f) Survival of Provisions. Sections 2, 4, 6 and 7 will survive the termination of this Agreement.

[The remainder of this page intentionally left blank. The parties' signatures appear on the following page.]



IN WITNESS WHEREOF, the parties hereto have caused this Consulting Agreement to be duly executed on the date first written above.

**COUNTY OF CHAMPAIGN**

By: \_\_\_\_\_

Name: Alan Kurtz

Title: County Board Chair

**GALLAGHER BENEFIT SERVICES, INC.**

By: John T. Malachowski

Name: John T. Malachowski

Title: Vice President, Client Development

## EXHIBIT A SCOPE OF SERVICES

### RENEWAL ANALYSIS:

- Review and evaluate carrier projections
- Create financial modeling reports using proprietary Apex software
- Coordinate carrier negotiations
- Create employee contribution modeling reports
- Review identified benchmarks of projected plan costs
- Develop "working" rates for Client analysis and approval
- Assist with budget projections
- Provide renewal alternatives with cost impact of benefit plan changes

### PERIODIC PLAN FINANCIAL REPORTS: (FREQUENCY TO BE MUTUALLY AGREED UPON)

- Summary of plan costs
- Analysis of actual vs. budget
- Employee contributions
- Large claims tracking
- Utilization review
- Comparison to prior claim period
- Plan trends

### ANNUAL FINANCIAL REPORTS (END OF YEAR ACCOUNTING):

- Executive summary of program expenses
- Comparison of current costs to renewal costs
- Future plan costs projections
- Dollars saved by contract negotiation
- Percent of benefit dollars paid by employee

### LEGISLATIVE AND CORPORATE COMPLIANCE SUPPORT:

- Provide legislative updates, including Technical Bulletins and Directions newsletters
- Evaluate plan design to assist with compliance with state and federal regulations
- Conduct periodic seminars on regulatory issues
- Assist with the review and evaluation of COBRA and HIPAA compliance procedures
- Provide general information and guidance to assist with compliance with ERISA, FMLA, USERRA, Medicare Part D and other Federal legislation that directly affects the administration of plan benefits
- Provide template or sample compliance notices, certificates of creditable coverage and enrollment forms as reasonably requested by Client

### CARRIER MARKETING AND NEGOTIATIONS, AS DIRECTED BY CLIENT:

- Work with Client to develop a strategy to identify goals, analyze program costs and review both current and alternative funding arrangements
- Manage the renewal process with the current carrier to control costs
- Implement carrier renewal strategies with Client
- Manage RFP development that tailors the RFP to the desires, needs and financial directions provided by Client
- Explore alternative funding solutions

- Evaluate vendor responses to track variations in coverage and costs as they are identified
- Conduct finalist interviews, when appropriate to investigate and document intangibles such as personalities, service orientation and responsiveness
- Draft renewal analysis report, based on renewal negotiation, covers program and claims cost projections as well as complete information on benefit designs
- Facilitate decision process by coordinating close collaboration and discussions among the GBS team and Client

#### DAY TO DAY ADMINISTRATIVE ASSISTANCE

- Assist County employees in settling claims or grievances relating to insurance benefit issues.

#### EMPLOYEE EDUCATION PROGRAMS:

- Monthly benefit communication directed to employees

#### COMMUNICATION MATERIALS:

- Assist with the drafting and distribution of participant Satisfaction Surveys, if determined appropriate by client
- Assist with the drafting and distribution of Open Enrollment-New Member Orientation summary information and any other communications pertaining to the health and welfare program
- Provide annual open enrollment guidance and employee meeting materials, including coordinating and participating in open enrollment meetings
- Connect2MyBenefits Website Employee Communication Portal

#### BENEFIT ADMINISTRATION ASSESSMENT:

- Periodic evaluation of internal plan enrollment and benefit termination processes
- Review, coordinate and implement Client agreed upon plan "best practices" to help limit plan liability and increase participant satisfaction

#### MARKET BENCHMARKING STUDIES:

- Industry Surveys

#### BENEFIT PLAN DESIGN (OR REDESIGN):

- Help Client identify business and HR objectives that impact benefits
- Review with Client possible benefit strategies to meet their objectives
- Help Client evaluate/review current scope of benefits package — e.g., types & levels of coverage
- Work with Client to develop funding and contribution strategies
- Assist with budget projections for design alternatives



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Deb Busey, County Administrator**

### MEMORANDUM

**TO: James Quisenberry, Deputy Chair of Policy, Personnel & Appointments; Christopher Alix, Deputy Chair of Finance; And MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee**

**DATE: February 4, 2014**

**RE: REVIEW and RECOMMENDATION for PUBLIC DEFENDER INVESTIGATOR**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on January 14, 2014, the Job Content Evaluation Committee has met to review the position of Public Defender Investigator.

#### **REPORT:**

Prior to meeting with the Public Defender, the State's Attorney's Office reviewed the Investigator position to determine whether it is Exempt or Non-Exempt under the Fair Labor Standards Act (FLSA). This was done because the County currently has two job descriptions and classification for Investigator positions, and one had been determined to be Exempt under FLSA when it was originally established in 2000, and the second had been determined to be Non-Exempt under FLSA, even though the two job descriptions were almost identical. After review, the State's Attorney's Office determined the position of Investigator should be classified as Non-Exempt under FLSA.

The Job Content Evaluation Committee then reviewed the submitted position analysis questionnaire and job description that had been completed and approved by Public Defender Randy Rosenbaum. Mr. Rosenbaum met with the Committee and explained the current duties assigned to the position. Based upon the information received, the Job Content Evaluation Committee has classified this position as an FLSA non-exempt position assigned to Champaign County Salary Grade H. The position had previously been classified in Salary Grade G, when it was evaluated as a position for the State's Attorney's Support Enforcement Division (which position no longer exists).



Based on the foregoing, the Job Content Evaluation Committee recommends approval of the Public Defender Investigator position, classified in Grade Range H. The Job Content Evaluation Committee Report and job description are attached for your information.

This position is already included in the staffing budget for the Public Defender, and the Public Defender has adequate budget to fill the position in the Grade Range H classification. The only change required to be approved is the change in classification from Grade Range G to Grade Range H.

**RECOMMENDED ACTION BY POLICY, PERSONNEL & APPOINTMENT**

*The Policy, Personnel & Appointments Committee recommends to the Finance Committee the assignment of the Public Defender Investigator position to Grade Range H of the Champaign County Non-Bargaining Salary Schedule.*

**RECOMMENDED ACTION BY FINANCE**

*The Finance Committee of the Whole recommends to the County Board assignment of the Public Defender Investigator position to Grade Range H of the Champaign County Non-Bargaining Salary Schedule.*

Thank you for your consideration of this recommendation. If you have questions or concerns, please feel free to contact me.

cc: Randy Rosenbaum, Public Defender

*attachments*

**CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB CONTENT EVALUATION COMMITTEE REPORT**

Date of Request:

January 14, 2014

**RE-EVALUATION OF POSITION**

Department Requesting:	Public Defender
Position Title:	Investigator
Current Job Points:	416
Current Classification Range:	G
FY2014 Current Range Minimum Salary:	\$16.66
FY2014 Current Range - Incumbent Salary:	N/A
Bargaining Unit:	N/A
FLSA Status:	Non-Exempt

Job Evaluation Committee Recommendation: Upgrade

Recommended Title:	Investigator
Re-Evaluated Job Points:	468
Recommended Classification Range:	H
Recommended Range Minimum Salary:	\$18.38
Contractual Salary for Incumbent:	No change - New Hire
Bargaining Unit:	N/A
FLSA Status:	Non-Exempt

Date of Job Evaluation Committee Recommendation:

January 30, 2014

## **Champaign County Job Description**

**Job Title:** Public Defender Investigator  
**Department:** Public Defender  
**Reports To:** Public Defender  
**FLSA Status:** Non-Exempt  
**Grade/Range:** H  
**Prepared Date:** January, 2014

**SUMMARY** Provides assistance to the Public Defender staff attorneys by conducting investigations in criminal, juvenile and abuse/neglect cases in Champaign County.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conducts and supplements investigations for staff attorneys. Provides contacts to gather information for locating persons.

Initiates investigative work to support staff attorneys during pre-trial preparation, trial and for sentencing hearings. This may include talking to defendants, witnesses, experts and others as well as obtaining documentation for court such as school, work and medical records. May testify in court.

May provide training to staff attorneys on issues relevant to court proceedings such as ballistics, DNA and police training/investigatory practices.

Serves subpoenas on witnesses at the direction of the staff attorneys.

Locates reluctant, uncooperative and recalcitrant witnesses, provides transportation for those witnesses and monitors their whereabouts throughout court proceedings.

Maintains relationships with local medical providers, educational institutions and employers. Co-ordinates service of subpoenas upon said entities. Secures medical and other releases of information/authorizations from defendants and others and serves such releases.

Maintains relationships with specific sources of information at the U.S. Postal Service and telephone service providers to locate witnesses and to obtain evidentiary materials.

Arranges transportation, lodging and accommodations for out-of-town witnesses.

Works with staff attorneys to obtain and prepare demonstrative exhibits for use at trial, including tape recordings, maps, charts, videotapes and overheads.

Requires skills to interview victim, witnesses and suspects, and documenting the interviews.

**SUPERVISORY RESPONSIBILITIES** May direct one or more employees or interns in investigations for the Public Defender's Office. Carries out responsibilities in accordance with the

organization's policies and applicable laws. Position has narrow supervisory responsibility limited to specific assigned investigations.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Two years of specialized education plus five years of experience in the criminal justice system or an acceptable equivalent combination of experience and training. Requires experience in law enforcement and administrative skills. Graduate of Police Training Institute and/or Bachelor's degree is desirable. Knowledge in the legalities of firearms and skill in identifying various drugs.

**LANGUAGE SKILLS** Ability to read and interpret documents such as testimony, police reports, operating and maintenance instructions, and legal regulations. Ability to write routine reports and correspondence. Ability to speak effectively before public groups or employees of the organization. Skillful interview techniques are extremely important.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** Licensed to carry firearms in Illinois preferred.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to climb or balance; stoop; kneel; crouch; or crawl; and taste; or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and explosives. The noise level in the work environment varies from quiet to loud.



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# ILLINOIS ATTORNEY GENERAL LISA MADIGAN

Ensuring Open and Honest Government


## Resources

- Ensuring Open and Honest Government
- FOIA Guide for Law Enforcement
- How to Submit a Request for Review
- Freedom of Information Act Officers
- Open Meetings Act Designees
- Open Meetings Act Elected Appointed Members
- Binding PAC Opinions
- Pre-Authorization Approval and Denial Letters
- Forms & Sample Letters
- Educational Materials
- Electronic Training
- How to File a FOIA Request

## ENSURING OPEN AND HONEST GOVERNMENT

### OMA and FOIA Public Site

FOIA Officers, OMA Designee, and OMA Public Body Members must register before taking the training on the FOIA/OMA Portal. If you are a member of the public interested in accessing the training program, click on the public training link.



Register as a FOIA Officer, OMA Designee, or a OMA Public Body Member



Continue to the OMA/FOIA Portal

If you are a member of the general public and are interested in accessing the same training program that the FOIA/OMA officers are taking, click this link: [General Public Training](#) This training is not recorded and can be accessed as often as you like.

Internet 100%

To: Board of Directors  
Champaign County Nursing Home

From: Scott Gima  
Manager

Date: February 4, 2013

Re: December 2013 Financial Management Report

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The December census climbed from 193.8 to 200.7 between November and December. Medicare showed a sharp increase from 12.8 in November to 19.5 in December. The net income was \$103,830, a strong improvement from -\$53,412 in November. Cash from operations improved from \$7,561 in November to \$164,801 in December (the first month in FY2014).

January's census is 203.4 with 18 Medicare. January will show 970 Medicaid conversion days. Two conversions go back 11 and 12 months.

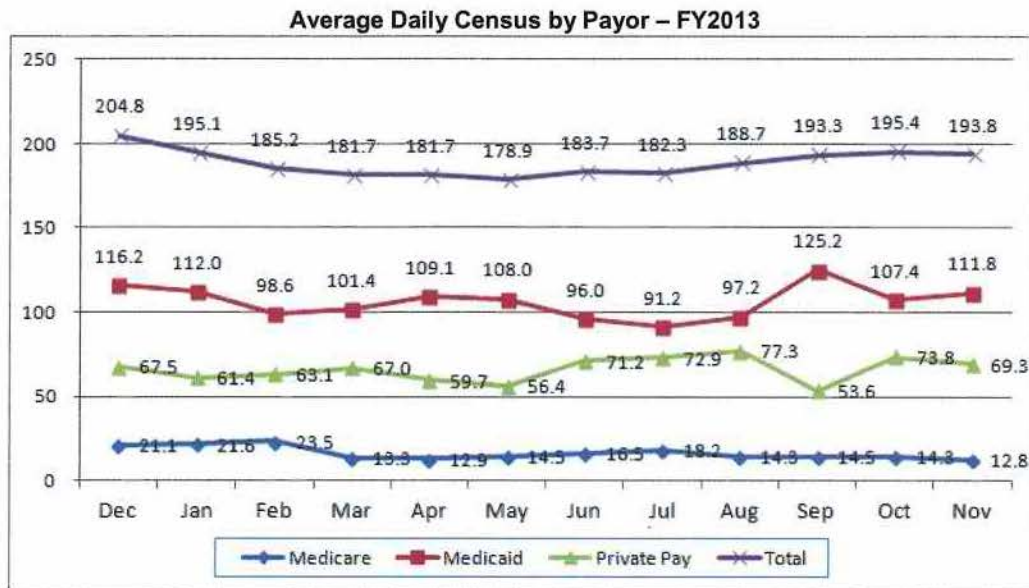
December's month ending cash balance is \$684k, up from \$367k in November.

## Statistics

The December average daily census was 200.7. There were 87 Medicaid conversion days in December, down from 413 in November and 242 in October.

Total Census	200.7	Medicare	19.5
Medicaid	103.0	Private Pay	78.2

Total census and Medicare increased between November and December. The Medicaid census also fell with a rise in private pay. However, this change in Medicaid/Private pay is skewed due to the high number of conversion days seen in November.



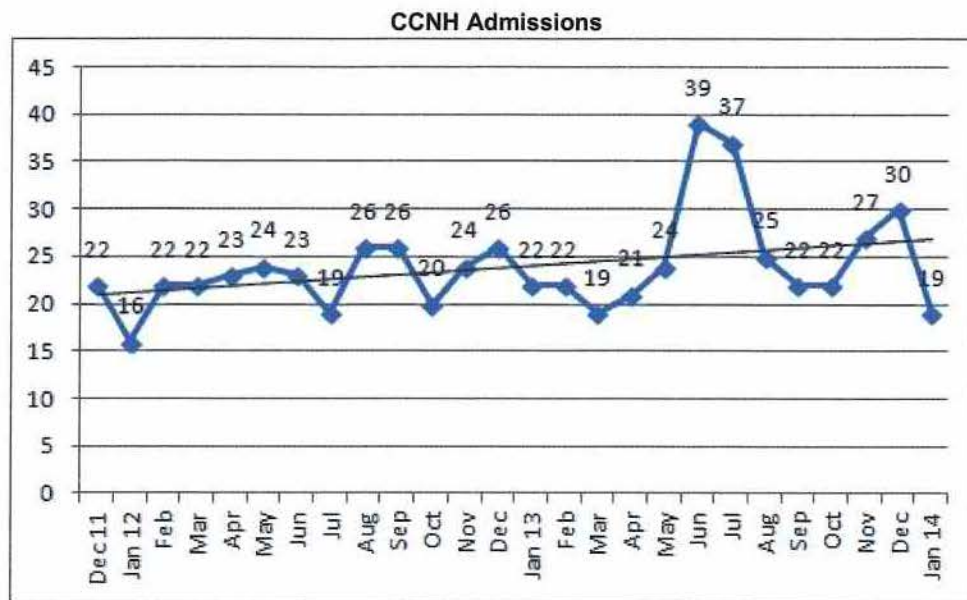
Admissions fell from 30 in December to 19 in January. But discharges also dropped, falling from 17 in November to 12 in December.

**Admissions and Discharges  
December 2012 to January 2014**

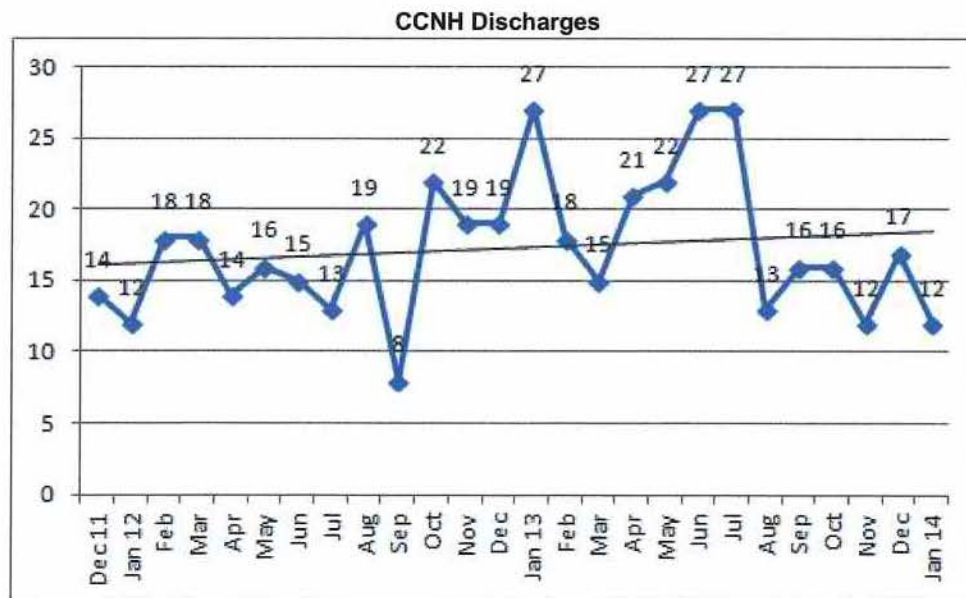
	Medicare Admits	Non-Medicare Admits	Total Admits	Discharges	Expirations	Total Discharges/Expirations
Dec 12	23	3	26	19	15	34
Jan	11	11	22	27	11	38
Feb	15	7	22	18	13	31
Mar	6	13	19	15	6	21
Apr	14	7	21	21	8	29
May	13	11	24	22	8	30
June	23	16	39	27	7	34
July	18	19	37	27	9	36
August	11	14	25	13	4	17
Sept	11	14	25	16	4	20
Oct	13	9	22	16	10	26
Nov	16	11	27	12	9	21
Dec	16	14	30	17	7	24
Jan	9	10	19	12	8	20



In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5 per month, a 15 percent increase.

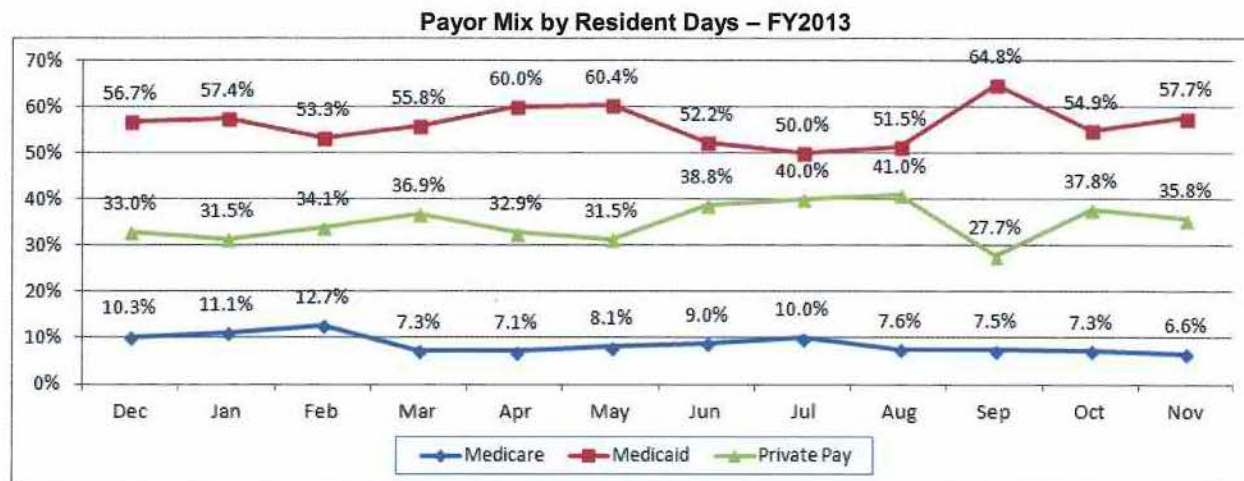


Discharges have also been occurring at a higher pace in 2013 compared to FY2012. In FY2012, the average monthly discharges was 15.7, ranging between 8 and 22. The monthly average for FY2013 is 19.4, a 24 percent increase.





The payor mix in December was Medicare – 9.7%, Medicaid – 51.3% and Private pay 39.0%. December had a total of 87 Medicaid conversion days, a sharp decline from previous months. There were 936 conversion days in September, 242 conversion days in October and 413 conversion days in November.



### Net Income/(Loss)/Cash from Operations

December's net income totaled \$103,830, a marked improvement from November's net loss of -\$53,412. Adding back depreciation, December's cash from operations was \$165,801.

### Revenues

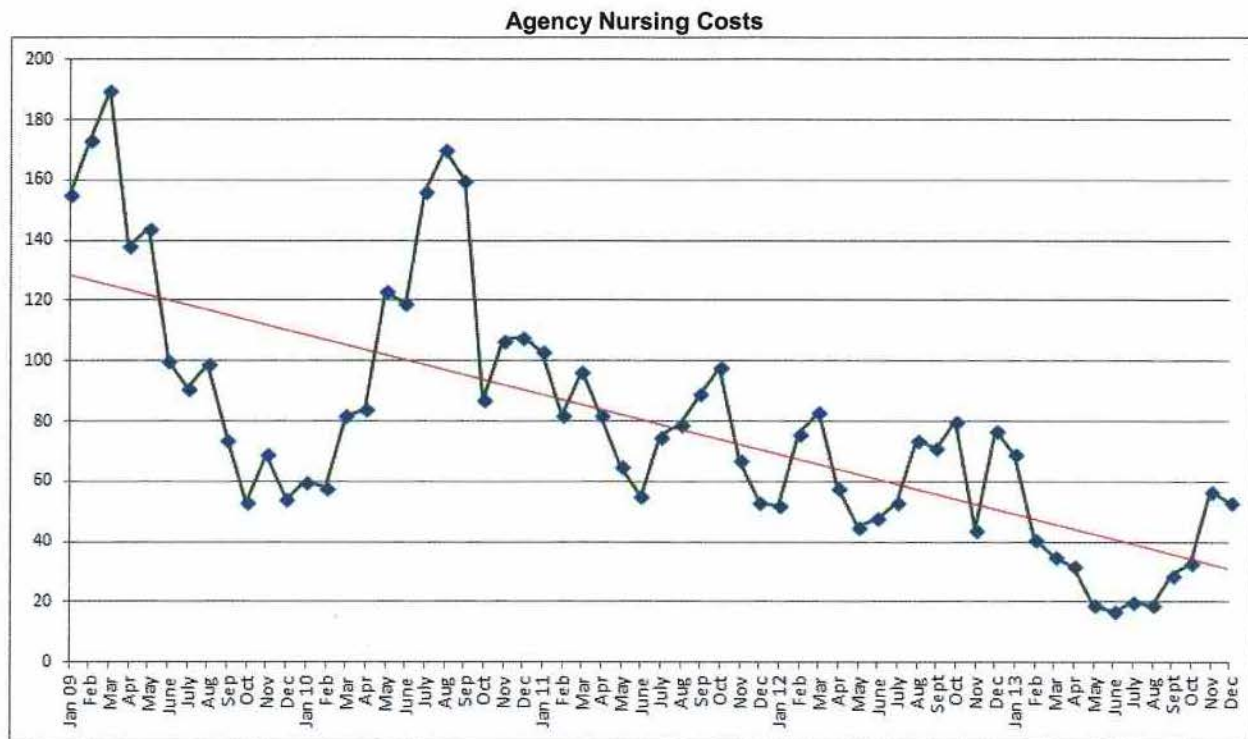
- Revenues increased from \$1.112 million in November to \$1.276 million in December, an increase of \$164k. Medicare revenue increased by almost \$100k, from \$169,658 in November to \$267,837 in December. Revenue per day increased from \$191.30 to \$205.13 during the same period. The FY2013 average was \$196.61 per day.

### Expenses

- Expenses increased from \$1.259 million in November to \$1.265 million in December, an increase of \$5,459. Expenses per day fell from \$216.59 to \$203.30. The average cost per day in FY2013 was \$220.81 per day.
- Wages totaled \$556,294 in November and \$521,126 in December. Wages per day decreased from \$95.67 to \$83.76 per day. The average for FY2013 was \$93.11 per day.
- Non-labor expenses increased from \$561,603 in November to \$577,672. Non-labor expenses per day fell from \$96.58 to \$92.84. The average for FY2013 was \$95.62 per day. The following items impacted non-labor expenses in November.

Dietary food costs totaled \$49k in December. While census is up, the increase in food costs is much higher than the increase in census. This issue has been brought to SDS' attention. Dietary professional services totaling \$22.8k include SDS fees, interim manager expense plus dietician consulting services totaling \$10k.

- Agency expenses totaled \$53k in December, slightly less than November's total of \$56.5k. Higher TOPs time and turnover are contributing factors to higher agency usage in November and December.



### Cash Position

The month ending cash balance increased from \$366,793 in November to \$683,977 in December. Accounts receivable increased from \$3.454 million in November to \$3,693 million in December, an increase of \$239k. Medicaid pending is the main reason for the increase in receivables. Right now, there are 35 Medicaid pending residents whose applications are awaiting approval. This equates to a monthly cash loss of about \$150k. The high number of Medicaid pending residents is because the application process has ballooned in the last couple of years from a 3-6 month wait to over one year in some cases.

Accounts payable fell from \$1.646 million in November to \$1.3 million in December, a decrease of \$347k.

## RESOLUTION

RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN  
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

3206 E UNIVERSITY #9

PERMANENT PARCEL NUMBER: 30-057-0009

As described in certificates(s) : 139 sold October 2009

AND WHEREAS, pursuant to public auction sale, Joyce A Butsch, Purchaser(s), has/have deposited the total sum of \$695.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$250.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$95.00 for issuance of the Tax Certificate Title to said Purchaser(s); and the remainder shall be the sums due the Tax Agent for his services;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$250.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

PRESENTED, ADOPTED, APPROVED and RECORDED this \_\_\_\_\_ day of

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY BOARD CHAIRMAN

SALE TO NEW OWNER

01-14-002



**RESOLUTION**

**RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN  
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE**

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

1334 CYPRESS

PERMANENT PARCEL NUMBER: 20-032-0055

As described in certificates(s) : 81 sold October 2010

AND WHEREAS, pursuant to public auction sale, Heritage Rantoul MHP, LLC, Purchaser(s), has/have deposited the total sum of \$695.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$250.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$95.00 for issuance of the Tax Certificate Title to said Purchaser(s); and the remainder shall be the sums due the Tax Agent for his services;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$250.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

PRESENTED, ADOPTED, APPROVED and RECORDED this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY BOARD CHAIRMAN



DATE: February 3, 2014  
TO: Finance - Committee of the Whole  
FROM: Susan Monte  
RE: Proposed Agreement for 2014 Countywide Residential Electronics Collections  
ACTION REQUEST: Approve

***Summary***

The request is to approve the proposed Agreement for two Countywide Residential Electronics Collection (CREC) events to be held in 2014. The draft Agreement is attached. The following revisions to the draft Agreement are being finalized:

- 1) allow overnight storage of secured trailers on Parkland College premises on the weekend of the event only
- 2) identify an October date and alternate date for an event
- 3) update the list of electronics items accepted from residents

Staff expects the final version of the draft Agreement to be available by the February 11 Finance Committee of the Whole meeting.

***Additional Information***

County participation as CREC event coordinator is included in the FY 2014 County Planning Contract.

***Electronics Recycling Options for Residents are Fewer***

The CREC events continue to be popular with residents due in large part to fewer local options available since early 2013 for residents to be able to recycle unwanted televisions.

Beginning in 2013, fewer local non-profits and businesses agreed to accept televisions from residents for recycling. Processing costs for cathode ray tube reuse/recycling is prohibitive for most electronics recycling contractors registered with the IEPA in Illinois. Companies that accept electronics items for recycling must be registered with IEPA and may not charge residents who drop off electronics items, including televisions, for recycling.

***Change in Host Site Location***

Due to recent staff reductions, schedule changes, and increased leasing of previously available interior storage space, The News-Gazette Distribution Center is no longer able to participate as Host Site for the CREC events.

Parkland College administrators are reviewing the option to serve as Host Site for two CREC events in 2014, with the first to occur on Saturday, April 12. Parkland College campus premises are very suitable for CREC events based on location, site layout, and accessibility.

***Change in Electronics Recycling Contractor***

Com2Recycle is the qualified, reputable, and available electronics recycling contractors identified, willing to receive electronics items including televisions at a Saturday collection event, without charging a fee to event coordinators. Online information regarding Com2Recycling may be viewed at [www.com2computers.com](http://www.com2computers.com).

***Attachment*** Draft Agreement dated January 30, 2014

**AGREEMENT REGARDING PROVISION OF RECYCLING AND/OR REFURBISHING SERVICES FOR  
2014 COUNTYWIDE RESIDENTIAL ELECTRONICS COLLECTION EVENTS**

This Agreement is made as of the date below the signature of the last entity to sign it, by and between CHAMPAIGN COUNTY, ILLINOIS, PARKLAND COLLEGE, and COM2RECYCLING. The authorized signatures of Champaign County, serving as Coordinator of planning for the 2014 Countywide Residential Electronics Collection Events ("Coordinator"), Com2Recycling ("Contractor"), and Parkland College ("Host Site"), signify acceptance of the terms of this Agreement. The Host Site location is: Parkland College, 2400 W. Bradley Avenue, Champaign, Illinois.

**Section 1. Term**

This Agreement is for services to be provided in conjunction with the two Countywide Residential Electronics Collections which are scheduled to occur on April 12, 2014 and October \_\_, 2014.

**Section 2. Collection Event Schedule**

2-1. Two Countywide Residential Electronics Collections in 2014 are scheduled to occur on Saturday, April 12, 2014, and Saturday, October \_\_, 2014.

2-2. In the event that severe inclement weather occurs on the originally scheduled date of Saturday, October \_\_, 2014, the alternate date for that collection event will be Saturday, \_\_\_\_, 2014.

2-3. The advertised hours of each collection event will be 8:00 a.m. to 12:00 noon.

**Section 3. Access to Host Site**

3-1. The Coordinator, event staff, and Contractor will have access to the Host Site premises after noon on the Friday prior to each event for purposes of setting up.

3-2. On the day of the event, the Coordinator, event staff and volunteers, and Contractor will have access to the Host Site premises from 6:00 a.m. to 5:00 p.m.

3-3. Access to the Host Site premises shall be limited to access to restrooms and the break room for use by the event staff and volunteers and Contractor's employees and volunteers as a station and lounge. Event staff may stock the area with coffee, water, and other non-alcoholic drinks and food snacks. Event staff and volunteers will be responsible for cleaning up the area after the event is concluded and will vacate the premises by 5:00 p.m. on the day of the event.

**Section 4. Coordinator Services to be Provided**

4-1. The Coordinator, assuming the continued assistance of participating municipal event sponsors, agrees to:

- a) participate in promotion and advertisement for the collection events; and
- b) provide sufficient volunteer labor at each collection event to:

- 1) safely direct vehicles through the collection area;
- 2) pick up on-site trash and recyclable cardboard, paper, styrofoam generated during the collection event, and sort these items into designated on-site containers; and
- 3) unload vehicles dropping off items, and sort these items into gaylord boxes or to designated areas onsite, following agreed-upon sorting guidelines provided by the Contractor prior to each collection event.

#### **Section 5. Contractor Services to be Provided**

5-1. The Contractor agrees to provide recycling and refurbishing services for the planned collection events. These collection events will take place at the Host Site facility which is Parkland College located at 2400 W. Bradley Avenue, Champaign, Illinois. Area wide residents will drop off electronics waste on the dates and times indicated in Section 2.

5-2. The Contractor declares, as mentioned in the proposal, that it is an R2 certified company.

5-3. The Contractor accepts to enter into a contractual service agreement with the Coordinator and Host Site within 10 calendar days of notice to the successful proposer.

5-4. At no cost to the Coordinator or Host Site, the Contractor agrees to accept, process, and market the following accepted items (working and non-working):

##### **Computer components:**

- Computers, printers, copiers, monitors, keyboards, speakers, mice, cables, PDAs
- Software, CDROM/floppy disks, UPS, tablet computers
- Computer parts including but not limited to: circuit boards, hard drives, optical drives, power supplies, ribbon cables, RAM
- Networking equipment, hubs, switches, routers, cables, modems, scanners
- Ink cartridges

##### **Communication Devices and Other Office Electronics:**

- Cash registers, typewriters, adding machines, calculators
- Copiers, duplicators, voice recorders
- Label makers
- Portable power banks and coin counters
- Telephones, PBX systems, answering machines, fax machines,
- CB radios, ham radios, cell phones, pagers, Black Berry/ Palm Units, GPS units, Bluetooth serial port adapter
- Rechargeable batteries, battery chargers and adapters, surge strips
- Video recorders, video monitors, security systems, walkie-talkies

##### **Entertainment:**

- Television, VCRs, Radios, stereo equipment, tape recorders, record players, remote controls, MP3 players, compact disc players, e-readers
- Electronic toys, amplifiers, electronic keyboards

- Hand-held gaming devices, game consoles, Walkmans
- Digital cameras, camcorders

Miscellaneous:

- cables/cords/wire
- microwaves

5-5. The contractor will not accept the following unaccepted items:

- Refrigerators, dehumidifiers, air conditioners and other Freon-bearing devices
- Stoves, washer/dryers, garbage compactors, dishwashers
- Fluorescent lighting, ballast and other devices containing PCBs
- Medical waste
- Thermostats, fire detectors
- Alkaline batteries, other than installed in equipment
- Household hazardous waste
- Gas powered equipment and lawn equipment
- Vacuum cleaners
- Sewing machines
- Desk/Office furniture or lighting
- Can openers, toaster ovens, coffee makers, digital (non-mercury) thermometers, digital kitchen scales and other small appliances
- Window fans
- Electric motors
- Sewing machines

5-6. The Contractor will supply a minimum of \_\_\_\_ (10) employees for each collection event and will be responsible for all onsite stacking, shrink-wrapping, loading and transporting off-site of all items collected.

5-7. The Contractor will accept and recycle all recyclable materials (e.g., cardboard) generated at each collection event, and agrees to accept and properly dispose of any collected garbage generated during each collection event.

5-9. The Contractor agrees to pay the City of Champaign Police Department traffic control officer, at a rate of \$50.00 per hour of service on the day of each collection event.

5-10. The Contractor will provide proof of insurance requested as part of the contractual service agreement with the Coordinator and the Host Site, with Champaign County, Parkland College, City of Urbana, City of Champaign, and Village of Savoy listed as additional insured.

5-11. Before each event, the Contractor staff will provide instruction to the collection event organizer regarding requested day-of-event onsite separation, sorting and packaging of collected electronics waste by volunteers.

5-12. The Contractor agrees to provide, at no charge, and set up a sufficient amount of pallets, shrink-wrap and gaylord boxes at the Host Site site prior to the beginning of each scheduled collection event.



5-13.

- a) The Contractor agrees to arrange for and pay all costs associated with the provision of adequate powered industrial trucks, e.g., a forklift and/or a motorized transport vehicle (MTV), plus an adequate number of properly certified forklift operators or MTV operators, to be provided at the Host Site on the day of each collection event no later than 7:00 a.m.
- b) The Contractor may choose to use motorized travel vehicles (MTVs) or forklifts owned by the Host Site during the collection event. The Contractor must notify the Host Site of its intent to do so 20 days prior to the collection event. If used, the Contractor shall be responsible to pay the following fees to the Host Site regardless of whether the equipment is used for all or part of the day: MTV - \$150/day, Forklift - \$200/day.
- c) If the Contractor engages its own employees to operate the Host Site's equipment, the Contractor must provide documentation showing that the employees have a valid operating engineer's license; a valid driver's license; and any other required certification in the State of Illinois.
- d) If the Contractor uses the Host Site's employees to operate equipment or perform any other labor that should be performed by the Contractor, the Contractor shall be responsible to pay for the service provided by the Host Site's employees at the rate of \$25/hour per person for labor.
- e) A sufficient number of Contractor's employees shall remain on site and working to complete the job of properly stacking recycled materials inside the Host Site's facility on the day of the collection event.
- f) All volunteers and employees of the Coordinator and Contractor shall comply with requests from the Host Site's representative on site pertaining to safety of people, property and equipment, use of Host Site's equipment, and use of the Host Site.

5-14. The Contractor agrees to remove, transport and process, pursuant to the *Illinois Electronic Products Recycling and Reuse Act*, all materials collected and stored at the Host Site following each collection event by 5:00 p.m. on the day of the collection event. The Contractor further agrees that if it fails to remove materials collected and stored at the Host Site by the deadline established in this paragraph, the Contractor will pay a late fee of \$500 per day, commencing the day after the event date, and continuing until the removal of the stored materials. The Contractor shall pay any late fees due pursuant to this Paragraph to Parkland College, attn.: \_\_\_\_\_, 2400 W. Bradley Avenue, Champaign Illinois or at such other place as the Host Site may designate.

5-15. Reporting/Documentation of E-waste: The Contractor will provide the Coordinator with a receiving report that includes volumes/pounds, description, service date, manifest number for the items collected, within 30 days of each collection event.

**Section 6. Data Security Requirements**

6-1. In order to ensure confidentiality and destruction of information or data remaining on hard drives or other electronics equipment that is dropped by residents at each event, the Contractor shall meet or exceed the requirements and standards indicated in the *Illinois Electronic Products Recycling and Reuse Act* regarding data security.

6-2. The Coordinator and Host Site assume no responsibility for information left on any hard drive.

**Section 7. Employment Issues**

7-1. The Contractor agrees that it is an independent Contractor. Supplies provided and services performed pursuant to this Agreement are not rendered as an employee of either the Coordinator or the Host Site and any money received by the Contractor pursuant to this Agreement does not constitute compensation paid to an employee.

7-2. Neither the Coordinator nor the Host Site assumes liability for actions of the Contractor or its subcontractors under this Agreement. The Contractor shall maintain sufficient supervision and control of its operation to ensure that services enumerated herein shall be performed in a good and professional manner at all times. The Contractor is responsible for paying the payroll taxes and any employee benefits that the Contractor utilizes for this event.

**Section 8. Licenses and Related Laws**

8-1. The Contractor, by signing this Agreement, warrants that the Contractor, its employees, and its Contractors which will perform services requiring a license, will have and maintain any required license. However, the Contractor may meet the license requirement through use of a subcontractor; provided however, the Contractor's use of a subcontractor in that circumstance does not relieve the Contractor of any obligations under the Agreement.

8-2. The Contractor agrees that it will comply with all applicable laws, ordinances and regulations of any kind whatsoever in the performance of this Agreement.

**Section 9. Liability and Insurance: Coordinator**

9-1. The Coordinator agrees to assume all risk of loss and to indemnify and hold the Contractor and the Host Site, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suites, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for injuries to persons (including death) and for loss of, damage to, or destruction of property because of or arising out of the Coordinator's or its subcontractor's negligent or intentional acts or omissions.

9-2. The Coordinator further agrees to maintain adequate insurance to protect the Contractor and the Host Site against such risks. The Coordinator shall carry public liability, casualty and auto insurance in sufficient amount to protect the Contractor and the Host Site from liability for acts of the Coordinator. Minimum acceptable coverage for bodily injury shall be \$250,000 per person and \$500,000 per occurrence and for property damage, \$1,000,000 per occurrence. The Coordinator shall carry Worker's Compensation Insurance in amount required by laws.

9-3. The Coordinator assumes full responsibility for and shall indemnify the Contractor and Host Site for all loss or damage of whatsoever kind and nature to any and all Contractor and Host Site property resulting from the negligent acts or omissions of the Coordinator or any employee, agent, or representative of the Coordinator or its subcontractor. The Coordinator shall do nothing to prejudice the Contractor's right or the Host Site's right to recover against third parties for any loss, destruction of, or damage to (Contractor or Host Site) property, and shall upon request and at the Contractor's or Host Site's expense, furnish to the Contractor or to the Host Site all reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Contractor or Host Site in obtaining recovery.

9-4. The Coordinator shall provide the Contractor and Host Site with proof of such insurance by April 1, 2014.

**Section 10. Liability and Insurance: Contractor**

10-1. The Contractor agrees to assume all risk of loss and to indemnify and hold the Coordinator and the Host Site, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suites, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for injuries to persons (including death) and for loss of, damage to, or destruction of property because of or arising out of the Contractor's or its subcontractor's negligent or intentional acts or omissions.

10-2. The Contractor further agrees to maintain adequate insurance to protect the Coordinator and the Host Site against such risks. The Contractor shall carry public liability, casualty and auto insurance in sufficient amount to protect the Coordinator and the Host Site from liability for acts of the Contractor. Minimum acceptable coverage for bodily injury shall be \$250,000 per person and \$500,000 per occurrence and for property damage, \$1,000,000 per occurrence. The Contractor shall carry Worker's Compensation Insurance in amount required by laws.

10-3. The Contractor assumes full responsibility for and shall indemnify the Coordinator and Host Site for all loss or damage of whatsoever kind and nature to any and all Coordinator and Host Site property resulting from the negligent acts or omissions of the Contractor or any employee, agent, or representative of the Contractor or its subcontractor. The Contractor shall do nothing to prejudice the Coordinator's right or the Host Site's right to recover against third parties for any loss, destruction of, or damage to (Coordinator or Host Site) property, and shall upon request and at the Coordinator's or Host Site's expense, furnish to the Coordinator or to the Host Site all reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Coordinator or Host Site in obtaining recovery.

10-4. The Contractor shall provide the Coordinator and Host Site with proof of such insurance by April 1, 2014.

**Section 11. No Smoking or Alcohol on Grounds**

The Contractor and Coordinator shall abide by the Host Site rules with regard to the use of the Host Site, including the provision that calls for no smoking on the Host Site and no alcohol to be available on the Host Site.

**Section 12. Damage to Premises**

12-1. If the Host Site premises, or any part thereof, or Host Site property on the premises shall be partially damaged, including but not limited to damage caused by hazardous materials and the electronic recyclables collected, occurring during the course of or proximately caused by Contractor's use of the premises, or that of Contractor's employees or agents, then the Contractor shall indemnify and hold Host Site harmless from all costs of such damages including indirect costs such as loss of business, defending against or paying the cost of defending against any resultant legal proceedings or activities or damages caused by anything else related to Contractor's activities. Upon repair, Contractor shall bear all costs, payable when due. In the event of such damage, at Host Site's option, it may terminate the Agreement without notice to the Contractor or Coordinator.

12-2. If the Host Site premises, or any part thereof, or Host Site property on the premises shall be partially damaged, including but not limited to damage caused by hazardous materials and the electronic recyclables collected, occurring during the course of or proximately caused by Coordinator's use of the premises, or that of Coordinator's employees or agents, visitors, volunteers, members of the public who drop off recycling, and vendors engaged by Coordinator; then Coordinator shall indemnify and hold Host Site harmless from all costs of such damages including indirect costs such as loss of business, defending against or paying the cost of defending against any resultant legal proceedings or activities or damages caused by anything else related to Coordinator's activities. Upon repair, Coordinator shall bear all costs, payable when due. In the event of such damage, at Host Site's option, it may terminate the Agreement without notice to Coordinator or Contractor.

**Section 13. Dangerous Materials**

The Coordinator or Contractor shall not keep or have on the Host Site premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the subject premises or that might be considered hazardous or extra hazardous by an insurance company.

**Section 14. Right of Inspection**

Host Site and Host Site's agents shall have the right at all times to enter the Host Site premises for the purpose of inspecting the premises, all building and improvements thereon, and all of Host Site's property.

**Section 15. Subordination of Agreement**

This Agreement and Coordinator's and Contractor's Agreement interests hereunder are and shall be subject, subordinate, and inferior to any liens or encumbrances now or hereafter placed on the subject premises by Host Site, all advances made under any such liens or encumbrances, the interest payable on any such liens or encumbrances, and any and all renewals or extensions of such liens or encumbrances.



#### **Section 16. Time of the Essence**

Time is of the essence of each and every provision hereof.

#### **Section 17. Abandonment**

If at any time during the term of this Agreement, the Contractor abandons the host site premises or the property it collects during a countywide residential electronics collection event, Host Site may, at Host Site's option, without being liable for any prosecution therefore, and without becoming liable to Contractor for damages or any payment of any kind whatever, consider any personal property belonging to Contractor and left on the premises to also have been abandoned, in which case Host Site may keep or dispose of all such personal property in any manner Host Site shall deem proper and is hereby relieved of all liability for doing so. Abandonment of the premises will have occurred if Host Site cannot obtain a decision by Contractor regarding the removal and disposal of the recycling materials within seven days following each event that occurs during 2014.

#### **Section 18. Contact Information**

Contact information for the Coordinator is as follows:

Name: Champaign County  
Address: 1776 E. Washington Street, Urbana, Illinois 61802  
Contact person: Susan Monte  
Title: Champaign County Recycling Coordinator  
Contact's work phone: (217) 328-3313      Contact's cell phone: (217) 778-7214(217)  
778-7214

Contact information for the Contractor is as follows:

Name: Com2 Recycling  
Address:  
Contact Person:  
Title: Account Manager  
Contact's work phone:      Contact's cell phone:

#### **Section 19. Choice of Law**

19-1. This Agreement and the Contractor's obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and state laws.

19-2. This Agreement shall be construed in accordance with the laws of the State of Illinois.

#### **Section 20. Agreement Severability**

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

#### **Section 21. Changes**

The Coordinator, Host Site, or Contractor, may, from time to time, require or request changes in the scope of services to be performed hereunder. Such changes which are mutually agreed upon by and between all parties shall be incorporated only in written amendments to this Agreement.

**Section 22. Termination**

22-1. This Agreement may be terminated, for any or no reason, at the option of any party upon 60 days written notice to the other party.

22-2. Notwithstanding the foregoing, the obligations of the Contractor under Section 23 of this Agreement shall survive and not be affected by any termination of this Agreement or by its expiration.

**Section 23. Remedies**

Except as may be otherwise provided in this Agreement, all claims, counter-claims, disputes and other matters in question between the Coordinator, Host Site and Contractor, arising out of or relating to this Agreement or the breach thereof shall be initiated in the Circuit Court of Champaign County, Illinois. Each party shall be responsible for its own attorney's fees and costs.

**Section 24. Successors and Assigns**

This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Coordinator, Contractor and Host Site, respectively and their partners, successors, assigns, and legal representatives. No party to this Agreement shall have the right to assign, transfer or sublet their interest or obligations hereunder without the written consent of the other party.

The foregoing constitutes the entire Agreement between the parties, and no verbal statement shall supersede any of its provisions.

In witness hereof, the parties have caused this Agreement to be signed by their respective duly authorized officers on the dates noted below.

\_\_\_\_\_  
Contractor: \_\_\_\_\_, President  
Com2Recycling

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator: Alan Kurtz, County Board Chair  
Champaign County, Illinois

\_\_\_\_\_  
Date

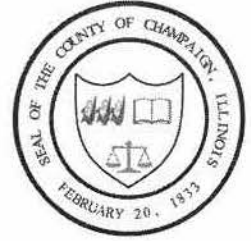
\_\_\_\_\_  
Host Site: \_\_\_\_\_, President  
Parkland College

\_\_\_\_\_  
Date

# **CHAMPAIGN COUNTY INFORMATION TECHNOLOGY SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

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**Andy Rhodes, Information Technology Director**

## **MEMORANDUM**

TO: Christopher Alix, Deputy Chair – Finance Committee of the Whole  
FROM: Andy Rhodes, IT Director  
RE: Temporary waiver to Schedule of Authorized Positions  
DATE: February 3, 2014

I have been notified by the Software/Reporting Analyst that she will be taking permanent disability in July, 2014, due to a progressive degenerative condition.

I am requesting a waiver to my staffing levels to allow me to fill this position three months prior to this employee's last date to allow sufficient training time for the hire.

The Software/Reporting Analyst is responsible for several mission critical areas involving the Kronos HR/Timekeeper/Payroll system including creating and setting up employee and manager accounts, development and application of work and pay rules derived from various labor contracts and employment agreements, working with employee schedules, developing and running custom reports, balancing unemployment and worker's compensation reports and processing payroll to the general ledger for the payroll accountant.

In addition, the position troubleshoots various software problems, tests new software before deployment, and works with the Desktop Support Analyst and Systems Administrator to develop computer images to quicken deployment of new computers and repair of existing computers.

I believe a three month overlap is necessary for the incumbent to properly train the new hire. A three month overlap will allow the new hire to complete three monthly unemployment cycles and one quarterly unemployment cycle, both of which require different strategies for proper balancing and reporting, in addition to the myriad of other responsibilities that will be transitioned to the new hire.

My request for three months overlap will require a budget amendment in the amount of \$12,428. This amount includes three months overlap, anticipating that we will fill the position at the same rate currently paid to the incumbent (\$36,797/annual - 2% above minimum for the salary grade), and the amount necessary to pay out the incumbent's accrued benefit time at the time of her resignation. The Budget Amendment is included with this Memorandum.

**REQUESTED ACTION:**

*The Finance Committee of the Whole approves a temporary adjustment to the Schedule of Authorized Positions for the IT Department to allow a three-month overlap from April 13, 2014 to July 11, 2014 for the position Software/Reporting Analyst.*

*The Finance Committee further recommends approval of Budget Amendment # 14-00007 to allow the temporary adjustment to the Schedule of Authorized Positions from April 13, 2014 to July 11, 2014.*

Thank you for your consideration. If you have any questions or concerns, please feel free to contact me.

attachment



REQUEST FOR BUDGET AMENDMENT

BA NO. 14-00007

FUND 080 GENERAL CORPORATE

DEPARTMENT 028 INFORMATION TECHNOLOGY

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-028-511.03 REG. FULL-TIME EMPLOYEES	570,167	570,167	582,596	12,429
TOTALS	570,167	570,167	582,596	12,429

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

**EXPLANATION:** 3-MONTH EMPLOYMENT OVERLAP TO ALLOW CURRENT EMPLOYEE TO  
PROPERLY TRAIN REPLACEMENT.

DATE SUBMITTED:

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

*Audley Rhodes*

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 14-0000

FUND 670 COUNTY CLK AUTOMATION FND DEPARTMENT 022 COUNTY CLERK

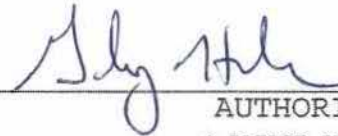
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
670-022-511.09 OVERTIME	10,000.	670-022-533.07 PROFESSIONAL SERVICES

EXPLANATION: TO COVER OVERTIME OF IT PROGRAMMER/ANALYST

DATE SUBMITTED: 2-6-14



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE:

\* PLEASE SIGN IN BLUE INK \*

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET AMENDMENT

BA NO. 14-00006

FUND 106 PUBL SAFETY SALES TAX FND DEPARTMENT 230 JUSTICE SYS TECHNOLOGY PRJ


**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
106-230-533.42 EQUIPMENT MAINTENANCE	121,183	121,183	132,081	10,898
TOTALS	121,183	121,183	132,081	10,898

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

**EXPLANATION:** WHEN THE FY2014 BUDGET WAS PREPARED, IT WAS ANTICIPATED THAT WE WOULD ONLY HAVE TO MAKE ONE ANNUAL PAYMENT FOR THE JANO AND NEW WORLD SOFTWARE MAINTENANCE CONTRACTS IN FY2014. HOWEVER, IT HAS SINCE BEEN ESTABLISHED THAT WE NEED TO ADJUST FOR THE 13TH MONTH FOR EACH OF THE CONTRACTS TO BE PAID IN 2014, WHICH IS THE BASIS FOR THE REQUESTED INCREASE

DATE SUBMITTED:	AUTHORIZED SIGNATURE	** PLEASE SIGN IN BLUE INK **
1-16-14		

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


REQUEST FOR BUDGET AMENDMENT

BA NO. 14-00008

FUND 075 REGIONAL PLANNING COMM

DEPARTMENT 787 EMERGENCY SHELTR-FAMILIES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-787-511.03 REG. FULL-TIME EMPLOYEES	0	0	16,000	16,000
075-787-534.38 EMRGNCY SHELTER/UTILITIES	0	0	49,000	49,000
TOTALS	0	0	65,000	65,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-787-341.40 TECHNICAL SERVICE CONT.	0	0	65,000	65,000
TOTALS	0	0	65,000	65,000

EXPLANATION: TO ACCOMMODATE RECEIPT OF NEW UNITED WAY OF CHAMPAIGN COUNTY  
GRANT AWARD TO PROVIDE CASE MANAGEMENT AND OVERNIGHT ACCOMMODATIONS FOR  
ELIGIBLE CHAMPAIGN COUNTY HOMELESS FAMILIES.

DATE SUBMITTED:

*g-k-14*

AUTHORIZED SIGNATURE

**\*\* PLEASE SIGN IN BLUE INK \*\***

*[Handwritten Signature]*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:




## **RESOLUTION NO.**

### **RESOLUTION FOR THE ABATEMENT AND REDUCTION OF TAXES HERETOFORE LEVIED FOR THE PAYMENT OF BONDS**

**WHEREAS**, The Champaign County Board has heretofore adopted Ordinance No. 592, An Ordinance Authorizing the Issuance of \$23,800,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has heretofore adopted Ordinance No. 605, An Ordinance Authorizing the Issuance of \$5,000,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 1999, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has heretofore adopted Resolution No. 4765, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2004A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has heretofore adopted Resolution No. 4920, a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2005A, and General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2005B, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has heretofore adopted Ordinance No. 774, An Ordinance Authorizing the Issuance of \$2,450,000 Taxable General Obligation Bonds (Alternate Revenue Source), Series 2006, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has heretofore adopted Ordinance No. 786, An Ordinance Authorizing the Issuance of \$4,000,000 General Obligation (General Sales Tax Alternate Revenue Source) Bonds, Series 2006A, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$5,955,000 General Obligation (Public Safety Sales Tax Alternate Revenue Source) Bonds, Series 2007A, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has heretofore adopted Ordinance No. 817, An Ordinance Authorizing the Issuance of \$1,480,000 General Obligation (General Sales Tax Alternate Revenue Source) Bonds, Series 2007B, of the County of Champaign, Illinois; and

**WHEREAS**, The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2013, an abatement of the 2013 Levy of Taxes in the amount of \$400,125 to pay the principal of and interest on the General Obligation Bonds, Series 1999 as adopted with Ordinance No. 592 is appropriate, and that said abatement shall be in the amount of \$400,125; and

**WHEREAS,** The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2013, an abatement of the 2013 Levy of Taxes in the amount of \$1,245,000 to pay the principal of and interest on the General Obligation Bonds, Series 2000 as adopted with Ordinance No. 605 is appropriate, and that said abatement shall be in the amount of \$1,245,000; and

**WHEREAS,** The Champaign County Board has determined that an abatement of the 2013 Levy of Taxes in the amount of \$2,025,000 to pay the principal of and interest on the General Obligation Refunding Bonds, Series 2004A as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$2,025,000; and

**WHEREAS,** The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in calendar year 2013, an abatement of the 2013 Levy of Taxes in the amount of \$1,245,000 to pay the principal of and interest on the General Obligation Refunding Bonds (Public Safety Sales Tax Alternate Revenue Source), Series 2004B as adopted with Resolution No. 4765 is appropriate, and that said abatement shall be in the amount of \$1,245,000; and

**WHEREAS,** The Champaign County Board has determined that an abatement of the 2013 Levy of Taxes in the amount of \$740,588 to pay the principal of and interest on the General Obligation Bonds, Series 2005A as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$740,588; and

**WHEREAS,** The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2013, an abatement of the 2013 Levy of Taxes in the amount of \$2,095,811 to pay the principal of and interest on the General Obligation Bonds, Series 2005B as adopted with Resolution No. 4920 is appropriate, and that said abatement shall be in the amount of \$2,095,811; and

**WHEREAS,** The Champaign County Board has determined that an abatement of the 2013 Levy of Taxes in the amount of \$307,665 to pay the principal of and interest on the General Obligation Bonds, Series 2006A as adopted with Ordinance No. 786 is appropriate, and that said abatement shall be in the amount of \$307,665; and

**WHEREAS,** The Champaign County Board has determined that pursuant to the collection of the public safety sales tax in the calendar year 2013, an abatement of the 2013 Levy of Taxes in the amount of \$461,889 to pay the principal of and interest on the General Obligation Bonds (Public Safety Sales Taxes Alternate Revenue Source), Series 2007A as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$461,889; and

**WHEREAS,** The Champaign County Board has determined that an abatement of the 2013 Levy of Taxes in the amount of \$198,588 to pay the principal of and interest on the General Obligation Bonds (General Sales Taxes Alternate Revenue Source), Series 2007B as adopted with Ordinance No. 817 is appropriate, and that said abatement shall be in the amount of \$198,588;

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of bonds due pursuant to Ordinance No. 592, said abatement to be in the amount of \$400,125; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of bonds due pursuant to Ordinance No. 605, said abatement to be in the amount of \$1,245,000; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of the 2004A bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$2,025,000; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of the 2004B bonds due pursuant to Resolution No. 4765, said abatement to be in the amount of \$1,245,000; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of the 2005A bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$740,588; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of the 2005B bonds due pursuant to Resolution No. 4920, said abatement to be in the amount of \$2,095,811; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of the bonds due pursuant to Ordinance No. 786, said abatement to be in the amount of \$307,665; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of the 2007A bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$461,889; and

**BE IT FURTHER RESOLVED** that the Champaign County Board directs the Champaign County Clerk to abate and reduce the taxes heretofore levied for the RY2013 payment of the 2007B bonds due pursuant to Ordinance No. 817, said abatement to be in the amount of \$198,588.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 20<sup>th</sup> day of  
February, A.D. 2014.

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Alan Kurtz, Chair  
Champaign County Board

ATTEST:

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Gordy Hulten, County Clerk and  
Ex-Officio Clerk of the County Board



RESOLUTION NO.

AUTHORIZATION FOR LOAN TO THE GENERAL CORPORATE FUND FROM THE  
PUBLIC SAFETY SALES TAX FUND

WHEREAS, The General Corporate Fund may need a loan of up to \$1,500,000 for a period not to exceed twelve months to cover cash shortfalls; and

WHEREAS, The Public Safety Sales Tax Fund has adequate reserves to make this short-term loan; and

WHEREAS, The loan can be traced to public safety expenditures for the period of the loan, including but not limited to, salaries and operating expenses for the offices of the Sheriff and the State's Attorney; and

WHEREAS, The FY2014 tax levy for the General Corporate Fund is \$8,582,624 and there are no outstanding tax anticipation warrants or notes;

NOW, THEREFORE, BE IT RESOLVED That pursuant to 55 ILCS 5/5-1006.5, 55 ILCS 5/5-1016, 55 ILCS 5/3-10014, the Champaign County Board approves a loan of up to \$1,500,000 from the Public Safety Sales Tax Fund to the General Corporate Fund for a period not to exceed twelve months; and

BE IT FURTHER RESOLVED That the County Auditor and County Treasurer are hereby authorized and requested to advance the above sum and to repay this advance within twelve months from the General Corporate Fund.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20<sup>th</sup> day of February, A.D. 2014.

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Alan Kurtz, Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Gordy Hulten, County Clerk  
and ex-officio Clerk of the  
Champaign County Board



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES

Deb Busey, County Administrator

### MEMORANDUM

**TO:** Christopher Alix, Chair of the Finance Committee and  
MEMBERS OF THE COUNTY BOARD

**FROM:** Deb Busey, County Administrator

**DATE:** January 23, 2014

**RE:** ELECTED OFFICIAL SALARIES

#### ISSUE

The issue before you is the designation of the salaries to be paid to Champaign County elected officials to be elected in November 2014. By statute, you are required to designate and approve these salaries in May – at least 180 days before the terms of office for these officials begin.

#### HISTORY and ANALYSIS

##### Comparison with Other Counties

In matters of salary administration, Champaign County utilizes comparisons with the four similarly-sized Illinois Counties – Sangamon, Peoria, McLean and Rock Island.

Following is a comparison of the 2014 salaries of elected officials in the five counties:

	Champaign County	Peoria County	McLean County	Sangamon County	Rock Island County
Position Title	FY2014	FY2014	FY2014	FY2014	FY2014
County Clerk	\$86,639	\$94,210	\$90,818	\$98,000	\$84,000
Treasurer	\$86,639	\$94,210	\$90,818	\$98,000	\$84,500
Sheriff	\$108,338	\$118,343	\$98,241	\$114,500	\$92,500
Board Chair	\$29,274	\$20,500	\$14,022	\$27,273	\$87,600
Circuit Clerk	\$90,070	\$90,551	\$94,905	\$96,892	\$90,000
Auditor	\$86,328	\$90,551	\$90,386	\$92,800	\$90,000
Coroner	\$86,328	\$90,551	\$90,386	\$92,800	\$90,000
Recorder	\$86,328	\$90,551	\$90,386	\$92,800	\$90,000

Position Title	Champaign County as % of Comp Counties Average	Champaign Compared to Peoria County	Champaign Compared to McLean County	Champaign Compared to Sangamon County	Champaign Compared to Rock Island County
County Clerk	94.42%	91.96%	95.40%	88.41%	103.14%
Treasurer	94.29%	91.96%	95.40%	88.41%	102.53%
Sheriff	102.31%	91.55%	110.28%	94.62%	117.12%
Board Chair*	78.38%	142.80%	208.77%	107.34%	33.42%
Circuit Clerk	96.76%	99.47%	94.91%	88.41%	100.08%
Auditor	94.93%	95.34%	95.51%	93.03%	95.92%
Coroner	94.93%	95.34%	95.51%	93.03%	95.92%
Recorder	94.93%	95.34%	95.51%	93.03%	95.92%

As demonstrated above, with the exception of the Sheriff and County Board Chair, the County's salaries are lower than the average of the four comparable counties, and in most instances lower than each comparable county on an individual basis as well. Based on the 2010 census, Champaign County is the largest of these five counties.

*\*The Rock Island County Board has a full-time Chair in lieu of using a County Administrator form of management. This skews the salary comparison for this position.*

### **Champaign County History**

Beginning in 2004, Champaign County classified the six elected positions, excluding the Sheriff and Board Chair, into two groups or classifications. The first group included the County Clerk, Treasurer and Circuit Clerk, and the second group included the Auditor, Coroner and Recorder. The positions in the first group are considered to be larger positions in terms of classification, based upon the responsibilities assigned to the office. As such, the classification plan placed the compensation of the positions in the second group at 96% of the compensation for the positions in the first group. Because of the offset in years in which the salaries are set for the two groups of elected officials, the intended internal equity was achieved in FY2009 and FY2010, as documented below.

Champaign County	FY2009 - 12/1/2008	FY2010 - 12/1/2009
County Clerk	\$80,458.56	\$83,274.62
Treasurer	\$80,458.56	\$83,274.62
Sheriff	\$100,610.12	\$104,131.56
Board Chair	\$29,274.00	\$29,274.00
Circuit Clerk	\$80,459.00	\$83,275.00
Auditor	\$76,745.00	\$79,815.00
Coroner	\$76,745.00	\$79,815.00
Recorder	\$76,745.00	\$79,815.00



However, this system of internal equity has been compromised since FY2011, when the County Clerk, Treasurer and Sheriff – who were elected in 2010 – had salaries set at increases of 0% in FY2011; 0% in FY2012; and 2% in FY2013; and 2% in FY2014; while at the same time the Circuit Clerk, Auditor, Recorder and Coroner who were elected in 2008 received increases of 4% for FY2011 and 4% for FY2012. As demonstrated below, this has caused the smaller classified positions of Auditor, Coroner and Recorder to surpass the County Clerk and Treasurer, and the Circuit Clerk which was equal to the County Clerk and Treasurer has also surpassed both of those.

	12/1/2010	% Inc	12/1/2011	% Inc	12/1/2012	% Inc	12/1/2013	% Inc
<b>County Clerk</b>	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%
<b>Treasurer</b>	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%
<b>Sheriff</b>	\$104,132	0.00%	\$104,132	0.00%	\$106,214	2.00%	\$108,338	2.00%
<b>Board Chair</b>	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%
<b>Circuit Clerk</b>	\$86,606	4.00%	\$90,070	4.00%	\$90,070	0.00%	\$90,070	0.00%
<b>Auditor</b>	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%
<b>Coroner</b>	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%
<b>Recorder</b>	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%

The County Board began to address restoring the intended equity among these positions in 2012, when the four officials elected in 2012 had their salaries frozen for the four-year term from 12/1/2012 through 11/30/2016.

### Analysis

With the freezing of the 2012 elected official salaries for the current 4-year term, the original internal equity among the elected positions can be restored if the 2014 elected official salaries are increased by 2% in the first two years of their next term – 12/1/2014 and 12/1/2015 – as demonstrated below:

	12/1/2014	% Inc	12/1/2015	% Inc
<b>County Clerk</b>	\$88,372	2.00%	\$90,139	2.00%
<b>Treasurer</b>	\$88,372	2.00%	\$90,139	2.00%
<b>Sheriff</b>	\$110,505	2.00%	\$112,715	2.00%
<b>Board Chair</b>	\$29,859	2.00%	\$30,457	2.00%
<b>Circuit Clerk</b>	\$90,070	0.00%	\$90,070	0.00%
<b>Auditor</b>	\$86,328	0.00%	\$86,328	0.00%
<b>Coroner</b>	\$86,328	0.00%	\$86,328	0.00%
<b>Recorder</b>	\$86,328	0.00%	\$86,328	0.00%

This action again restores (in FY2016) the placement of the Auditor, Coroner & Recorder salaries at 96% of the salaries for County Clerk, Treasurer and Circuit Clerk.

At that point, I would recommend the County Board consider 2% annual increases as a standard for elected official salaries. From a perspective of internal equity, it is at the



level that we anticipate salaries for all employees will increase on an annual basis for the foreseeable future. From a perspective of external equity, although the largest county in the comparable counties study, with a 2% annual increase we are likely to remain at or behind the salaries of the elected officials in those other counties.

**RECOMMENDED ACTION:**

Based upon the foregoing, I recommend the following structure for the adoption of elected official salaries for the officials elected in 2014:

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
County Clerk	2%	2%	2%	2%
Treasurer	2%	2%	2%	2%
Sheriff	2%	2%	2%	2%
County Board Chair	2%	2%		

The resulting salaries, based on this recommendation, are:

	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
	12/1/2014	12/1/2015	12/1/2016	12/1/2017
<b>County Clerk</b>	\$88,372	\$90,139	\$91,942	\$93,781
<b>Treasurer</b>	\$88,372	\$90,139	\$91,942	\$93,781
<b>Sheriff</b>	\$110,505	\$112,715	\$114,970	\$117,269
<b>Board Chair</b>	\$29,859	\$30,457		

**SUMMARY**

As previously stated, it will be necessary for the County Board to adopt a decision regarding this issue no later than the May 22, 2014 County Board Meeting.

The history of the Champaign County Elected Official Salaries dating back to 1986 is enclosed with this Memorandum for your information.

Thank you for your consideration of this issue. Please feel free to contact me with regard to any questions or concerns you may have, or if there is additional supporting documentation you would like to receive.

xc: Champaign County Elected Officials

### Champaign County Elected Official Salary History

	12/1/1986	% Inc	12/1/1987	% Inc	12/1/1988	% Inc	12/1/1989	% Inc	12/1/1990	% Inc	12/1/1991	% Inc
<b>CPI</b>		<b>1.90%</b>		<b>3.60%</b>		<b>4.10%</b>		<b>4.80%</b>		<b>6.10%</b>		<b>3.10%</b>
<b>County Clerk</b>	\$28,132		\$29,692	5.55%	\$31,356	5.60%	\$33,098	5.56%	\$37,749	14.05%	\$39,644	5.02%
<b>Treasurer</b>	\$30,542		\$32,058	4.96%	\$33,670	5.03%	\$35,334	4.94%	\$37,109	5.02%	\$38,961	4.99%
<b>Sheriff</b>	\$43,008		\$45,166	5.02%	\$47,428	5.01%	\$49,794	4.99%	\$52,291	5.01%	\$54,912	5.01%
<b>Board Chair</b>	\$32,994		\$32,994	0.00%	\$35,304	7.00%	\$37,069	5.00%	\$18,000	-51.44%	\$18,500	2.78%
<b>Circuit Clerk</b>	\$28,500		\$28,500	0.00%	\$30,739	7.86%	\$32,452	5.57%	\$34,249	5.54%	\$36,137	5.51%
<b>Auditor</b>	\$32,000		\$32,000	0.00%	\$34,240	7.00%	\$35,952	5.00%	\$47,749	32.81%	\$39,637	-16.99%
<b>Coroner</b>	\$25,000		\$25,000	0.00%	\$26,750	7.00%	\$38,088	42.39%	\$29,492	-22.57%	\$30,966	5.00%
<b>Recorder</b>	\$30,000		\$30,000	0.00%	\$32,100	7.00%	\$33,705	5.00%	\$35,390	5.00%	\$37,159	5.00%
<b>Annual Total</b>	<b>\$250,176</b>		<b>\$255,410</b>	<b>2.09%</b>	<b>\$271,587</b>		<b>\$295,492</b>	<b>8.80%</b>	<b>\$292,029</b>	<b>-1.17%</b>	<b>\$295,916</b>	<b>1.33%</b>

	12/1/1992	% Inc	12/1/1993	% Inc	12/1/1994	% Inc	12/1/1995	% Inc	12/1/1996	% Inc	12/1/1997	% Inc
<b>CPI</b>		<b>2.90%</b>		<b>2.70%</b>		<b>2.70%</b>		<b>2.50%</b>		<b>3.30%</b>		<b>1.70%</b>
<b>County Clerk</b>	\$41,633	5.02%	\$43,719	5.01%	\$45,026	2.99%	\$46,371	2.99%	\$47,756	2.99%	\$49,179	2.98%
<b>Treasurer</b>	\$40,911	5.01%	\$42,959	5.01%	\$44,246	3.00%	\$45,572	3.00%	\$46,937	3.00%	\$48,341	2.99%
<b>Sheriff</b>	\$57,658	5.00%	\$60,549	5.01%	\$62,358	2.99%	\$64,230	3.00%	\$66,165	3.01%	\$68,141	2.99%
<b>Board Chair</b>	\$22,500	21.62%	\$23,171	2.98%	\$23,868	3.01%	\$24,586	3.01%	\$24,000	-2.38%	\$24,000	0.00%
<b>Circuit Clerk</b>	\$37,226	3.01%	\$38,337	2.98%	\$39,488	3.00%	\$40,677	3.01%	\$44,000	8.17%	\$44,000	0.00%
<b>Auditor</b>	\$40,833	3.02%	\$42,062	3.01%	\$43,329	3.01%	\$44,636	3.02%	\$47,000	5.30%	\$47,000	0.00%
<b>Coroner</b>	\$38,279	23.62%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$43,500	4.00%	\$43,500	0.00%
<b>Recorder</b>	\$38,279	3.01%	\$39,429	3.00%	\$40,619	3.02%	\$41,828	2.98%	\$36,000	-13.93%	\$36,000	0.00%
<b>Annual Total</b>	<b>\$317,319</b>	<b>7.23%</b>	<b>\$329,655</b>	<b>3.89%</b>	<b>\$339,553</b>	<b>3.00%</b>	<b>\$349,728</b>	<b>3.00%</b>	<b>\$355,358</b>	<b>1.61%</b>	<b>\$360,161</b>	<b>1.35%</b>

	12/1/1998	% Inc	12/1/1999	% Inc	12/1/2000	% Inc	12/1/2001	% Inc	12/1/2002	% Inc	12/1/2003	% Inc
<b>CPI</b>		<b>1.60%</b>		<b>2.70%</b>		<b>3.40%</b>		<b>1.60%</b>		<b>2.40%</b>		<b>1.90%</b>
<b>County Clerk</b>	\$50,700	3.09%	\$50,700	0.00%	\$50,700	0.00%	\$50,700	0.00%	\$60,000	18.34%	\$61,800	3.00%
<b>Treasurer</b>	\$50,000	3.43%	\$50,000	0.00%	\$50,000	0.00%	\$50,000	0.00%	\$60,000	20.00%	\$61,800	3.00%
<b>Sheriff</b>	\$73,000	7.13%	\$73,000	0.00%	\$73,000	0.00%	\$73,000	0.00%	\$75,000	2.74%	\$77,250	3.00%
<b>Board Chair</b>	\$24,000	0.00%	\$24,000	0.00%	\$24,000	0.00%	\$24,480	2.00%	\$25,000	2.12%	\$25,750	3.00%
<b>Circuit Clerk</b>	\$44,000	0.00%	\$44,000	0.00%	\$50,000	13.64%	\$51,000	2.00%	\$52,020	2.00%	\$53,060	2.00%
<b>Auditor</b>	\$47,000	0.00%	\$47,000	0.00%	\$48,000	2.13%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
<b>Coroner</b>	\$43,500	0.00%	\$43,500	0.00%	\$48,000	10.34%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
<b>Recorder</b>	\$36,000	0.00%	\$36,000	0.00%	\$48,000	33.33%	\$48,960	2.00%	\$49,939	2.00%	\$50,938	2.00%
<b>Annual Total</b>	<b>\$368,200</b>	<b>2.23%</b>	<b>\$368,200</b>	<b>0.00%</b>	<b>\$391,700</b>	<b>6.38%</b>	<b>\$396,060</b>	<b>1.11%</b>	<b>\$421,837</b>	<b>6.51%</b>	<b>\$432,474</b>	<b>2.52%</b>



### Champaign County Elected Official Salary History

	12/1/2004	% Inc	12/1/2005		12/1/2006		12/1/2007		12/1/2008		12/1/2009	
<b>CPI</b>		<b>3.30%</b>			<b>3.40%</b>		<b>2.50%</b>		<b>4.08%</b>		<b>0.10%</b>	<b>2.70%</b>
<b>County Clerk</b>	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
<b>Treasurer</b>	\$63,654	3.00%	\$65,564	3.00%	\$75,109	14.56%	\$77,738	3.50%	\$80,459	3.50%	\$83,275	3.50%
<b>Sheriff</b>	\$79,568	3.00%	\$81,955	3.00%	\$93,920	14.60%	\$97,208	3.50%	\$100,610	3.50%	\$104,132	3.50%
<b>Board Chair</b>	\$26,523	3.00%	\$27,318	3.00%	\$28,274	3.50%	\$29,264	3.50%	\$29,274	0.04%	\$29,274	0.00%
<b>Circuit Clerk</b>	\$56,747	6.95%	\$60,691	6.95%	\$64,909	6.95%	\$68,790	5.98%	\$80,459	16.96%	\$83,275	3.50%
<b>Auditor</b>	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
<b>Coroner</b>	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
<b>Recorder</b>	\$53,357	4.75%	\$55,891	4.75%	\$58,546	4.75%	\$61,327	4.75%	\$76,745	25.14%	\$79,815	4.00%
<b>Annual Total</b>	<b>\$450,217</b>	<b>4.10%</b>	<b>\$468,765</b>	<b>4.12%</b>	<b>\$512,959</b>	<b>9.43%</b>	<b>\$534,718</b>	<b>4.24%</b>	<b>\$601,495</b>	<b>12.49%</b>	<b>\$622,675</b>	<b>3.52%</b>

	12/1/2010	% Inc	12/1/2011	% Inc	12/1/2012	% Inc	12/1/2013	% Inc	12/1/2014	% Inc	12/1/2015	% Inc
<b>CPI</b>		<b>1.50%</b>		<b>3.00%</b>		<b>1.70%</b>		<b>1.50%</b>				
<b>County Clerk</b>	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	<b>\$88,372</b>	<b>2.00%</b>	<b>\$90,139</b>	<b>2.00%</b>
<b>Treasurer</b>	\$83,275	0.00%	\$83,275	0.00%	\$84,940	2.00%	\$86,639	2.00%	<b>\$88,372</b>	<b>2.00%</b>	<b>\$90,139</b>	<b>2.00%</b>
<b>Sheriff</b>	\$104,132	0.00%	\$104,132	0.00%	\$106,214	2.00%	\$108,338	2.00%	<b>\$110,505</b>	<b>2.00%</b>	<b>\$112,715</b>	<b>2.00%</b>
<b>Board Chair</b>	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	\$29,274	0.00%	<b>\$29,859</b>	<b>2.00%</b>	<b>\$30,457</b>	<b>2.00%</b>
<b>Circuit Clerk</b>	\$86,606	4.00%	\$90,070	4.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%	\$90,070	0.00%
<b>Auditor</b>	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
<b>Coroner</b>	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
<b>Recorder</b>	\$83,007	4.00%	\$86,328	4.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%	\$86,328	0.00%
<b>Annual Total</b>	<b>\$635,582</b>	<b>2.07%</b>	<b>\$649,009</b>	<b>2.11%</b>	<b>\$654,422</b>	<b>0.83%</b>	<b>\$659,944</b>	<b>0.84%</b>	<b>\$666,162</b>	<b>0.94%</b>	<b>\$672,504</b>	<b>0.95%</b>